

1996 OCCUPATIONAL OUTLOOK and DIRECTORY OF VOCATIONAL TRAINING

FOR
COLUSA, GLENN, LAKE, SUTTER & YUBA
COUNTIES



sponsored by
NORTH CENTRAL COUNTIES CONSORTIUM
PRIVATE INDUSTRY COUNCIL

STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT
CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

OCCUPATIONAL OUTLOOK REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment and training information, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended as a reference for basing and supporting these and other types of decisions. To maximize the use of this information, please contact your local CCOIS Project Coordinator at (707) 262-3408.



Important Information from your CCOIS Project Coordinator

Welcome to North Central Counties Consortium's 1996 publication of the Occupational Outlook Report, providing labor market information for Colusa, Glenn, Lake, Sutter and Yuba Counties. Please take a few moments to read the following.

What's New in 1996?

This year's Occupational Outlook Report contains

- ⇒ **20 new occupational summaries** to be added to the 1990-1995 volume of the Occupational Outlook Report. Insert these pages in alphabetical order by title.
- ⇒ **Vocational Training Directory update** intended as a resource for locating local training for occupations included in the Outlook Report. Replaces the 1995 directory.

Special feature:

Non-OES survey on Law Enforcement Occupations including:

- ⇒ **Occupations requiring Police Officer Standard and Training (POST) certification and**
- ⇒ **Law Enforcement Support Occupations**

Replacement Pages

- ⇒ Vocational Training Directory- replace and discard the 1995 directory section.

Eleven (11) previously surveyed occupations were updated this year - remove the outdated summaries and replace them with the corresponding updated summaries:

Remove

1. Bookkeeping, Accounting, Auditing, 1991
2. Correctional Officers, 1993
3. Dental Assistants, 1992
4. Maintenance Repairers, 1991
5. Nurse Aides, 1991
6. Police Patrol Officers, 1992
7. Receptionists & Information Clerks, 1992
8. Registered Nurses, 1991
9. Salespersons-Parts, 1992
10. Salespersons-Retail, 1991
11. Truck Drivers-Heavy, 1992

Replace with

- Bookkeeping, Accounting, Auditing 1996
- Law Enforcement Study, 1996
- Dental Assistants, 1996
- Maintenance Repairers, 1996
- Nurse Aides, 1996
- Law Enforcement Study, 1996
- Receptionists & Information Clerks, 1996
- Registered Nurses, 1996
- Salespersons-Parts, 1996
- Salespersons, Retail, 1996
- Truck Drivers-Heavy, 1996

What's Different About Older Summaries

Occupational summaries of studies conducted in 1991-1993 are still useful, but keep in mind that occupational projections and methodologies have changed since then (new growth projections come out every two years). referral to page numbers listed for the Occupational Outlook Handbook may not correspond with the latest edition (these also come out every two years). Note the year of the survey on the front side of each summary under *Wages & Benefits* and at the bottom right corner on the back side. *Employment Trend* and *Size of Occupation* statements on summaries dated 1991, 1992 and 1993 may no longer be valid. Other factors affecting the summaries include inflation, changes in government policies, new technology and local industry trends

OES Codes - 5 digits vs. 6 digits

Each occupational summary is classified by the coding system used in the federal Occupational Employment Statistics (OES) Dictionary, published by the U.S. Bureau of Labor Statistics. This system is used by all states to collect information from employers on the distribution of occupations by industry. It is the basis of the California OES classification system used for EDD's occupational forecast tables and the automated employer sample produced for the CCOIS program.

Occupational summaries dated 1991 have five-digit codes (vs. six-digits used in subsequent years). After 1991, some federal OES codes and definitions were modified by California's EDD Labor Market Information Division to better meet the needs of California occupational research. **Occupational summaries dated 1992 and beyond have six digit codes instead of five digit codes**. Generally the sixth digit is zero, unless the occupation has changed, for example Salesperson-Retail (49001) was split into two more precisely-defined occupations: Vehicle Salesperson-Retail (49011) and Salesperson-Retail, non-vehicle (49012).

Evolution of the CCOIS Questionnaire-Local Questions

Although most of the information in each occupational summary is standard, some "local" questions have been added from year to year in response to requests from local users. Thus occupational summaries differ slightly in the information presented in the section titled *Other*, according to the local questions that were asked during the survey of the current year.

In 1993 we asked employers about

- ⇒ preferred levels of computer literacy
- ⇒ which software programs they use
- ⇒ foreign languages they prefer workers to speak, and
- ⇒ whether workers are compensated for bi-lingual skills.

In 1994 we asked employers about

- ⇒ computer skills, and
- ⇒ whether employers offered on-the-job training to new hires.

In 1995 we asked employers about

- ⇒ computer software skills
- ⇒ new and obsolete skills
- ⇒ if workers were telecommuting to the employment site from a remote location
- ⇒ if employers were requiring drug-testing, and
- ⇒ whether any particular qualifications seemed to be in short supply locally.

In 1996 we continued to ask about

- ⇒ computer software skills
- ⇒ new and obsolete skills
- ⇒ the three most important skills required for job entry, and
- ⇒ whether any particular qualifications seemed to be in short supply locally.

Continued Funding for the CCOIS Project

It is possible that future financial support for this project may be directed toward other pressing needs unless labor market information users speak up. Feedback from users of labor market information can help affirm the value of the program and substantiate continued funding at federal, state and local levels. The evaluation form originally provided with the printed edition of this report is not available in the electronic format you are viewing. Please contact Donna Hodge, CCOIS Project Coordinator by telephone at (707) 262-3408 or by e-mail tothodge@pacific.net to request a copy of the form.

Getting Help with your Labor Market Information Needs

We would be pleased to assist you in any way we can with your labor market information needs. The Occupational Outlook report can be a valuable tool for helping to learn about what will be required in tomorrow's workplace, and for improving the match between local employer needs and the development of our local workforce. Your suggestions and comments are appreciated. Feel free to call Donna Hodge, CCOIS Project Coordinator at (707) 262-3408.

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ACKNOWLEDGMENTS

This report was made possible by the efforts and support of hundreds of individuals. Although we cannot mention them all here, the following deserve special recognition:

- The hundreds of employers throughout the five counties who took time out of their busy schedules to respond to the survey, providing the data critical to this report.
- The resource people we contacted at schools, trade unions, licensing agencies, professional associations, employment agencies, etc. for information that only their expertise could provide.
- The labor market information users who attended the community meetings and contributed their ideas to the process.
- Mary Jenkins of the State of California Employment Development Department, Labor Market Information Division, our indispensable partner and counselor throughout this project.
- The North Central Counties Consortium Private Industry Council and Governing Board, Charles Peterson, Executive Director and Bill Rottman, Deputy Director for their continued support of this project.

Without the spirit of partnership, this report would not have been possible.

Donna Hodge
CCOIS Project Coordinator



INTRODUCTION

The information presented in this Occupational Outlook was collected and analyzed through a partnership between the Private Industry Council (PIC) of the North Central Counties Consortium (NCCC) and the Labor Market Information Division (LMID) of the California State Employment Development Department (EDD).

The Occupational Summaries portion of this report provides aggregate labor market information for NCCC's five counties: Colusa, Glenn, Lake, Sutter and Yuba. The occupations surveyed were selected by local users of occupational information, including vocational program administrators, planners, and counselors. They expressed their preferences during three community meetings held during February, 1996 in the cities of Lakeport, Yuba City and Willows.

The purpose of the Occupational Outlook is to provide information that can be used to improve the match between local labor market skills and local employer needs. This localized labor market data can be used in local vocational program planning, curriculum design, program marketing, career planning and counseling, job placement, job development, personnel management, and economic development. Educators, training staff, counselors, administrators, employers, job seekers, students, policy makers, legislators, economic development professionals and others may find it useful for making labor market decisions. Not all occupations included may be suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is inappropriate.

Questions regarding this report may be referred to Donna Hodge, CCOIS Project Coordinator, 341 N. Main Street, Lakeport, CA 95453, (707) 262-3408. For further information on the California Cooperative Occupational Information System, please contact Employment Development Department, Labor Market Information Division, State/Local LMI Group, P.O. Box 826880, MIC 57, Sacramento, CA 94280-0001, (916) 262-2353. For general information, call (916) 262-2162.

PROGRAM METHODS

OCCUPATION SELECTION

North Central Counties Consortium (NCCC) Private Industry Council (PIC) staff and consultants established criteria for occupations to be surveyed locally by the California Cooperative Occupational Information System (CCOIS). These criteria were:

- ⇒ The occupation have a substantial employment base in the consortium.
- ⇒ There be a substantial number of projected job openings in the consortium.
- ⇒ The occupation offer a reasonable potential for advancement.

For the first two criteria (substantial employment base and projected number of job openings) occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past and present occupational employment within NCCC and projected local job growth rates. Occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected from these tables.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educators, economic development professionals and members of the Private Industry Council at community meetings held throughout the consortium. Occupations were selected by vote at these meetings. Each occupation was then clearly defined to ensure collection of appropriate information.

DEFINITION OF OCCUPATIONS

An occupation is the name or title of a job that identifies the various activities and functions of a worker. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, the industries within which they are typically found were determined. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged, i.e., the products or services it produces. Industries are classified by the Standard Industrial Classification Manual. Every firm in the state is classified in one or more industry categories.

EDD staff, using detailed data bases of employers and occupational staffing within industries, provided a representative sample and list of supplemental firms for each of the occupations. Each occupational sample and supplemental list carefully included multiple relevant industries. Utilizing telephone books from each of the five counties, as well as help from EDD staff, the Project Coordinator attempted to obtain phone numbers for each employer in the samples. When necessary, employers were deleted from the samples at this time because they were no longer in business, or a local address or phone number could not be obtained.

Employers were then called to verify company name and address, verify the existence of the occupation at the firm; (at this point, the employer was deleted from the sample if they did not employ in the occupation - to maintain statistical significance, as employers were deleted from a sample they were replaced with firms from the corresponding supplemental list). The study was described to employers with workers in the occupation, participation was encouraged, and the name of a contact person was obtained.

QUESTIONNAIRE DEVELOPMENT

EDD developed a framework of questions to be asked and identical questionnaires were used for each of the occupations. Skills questions were developed by the Project Coordinator, who also developed and added local questions.

SURVEY PROCEDURES

Cover letters and questionnaires were mailed in stages beginning May, 1996. Employers not responding to the mailed questionnaires within a reasonable time were again contacted by phone to encourage them to return the questionnaires, and were given the opportunity to complete the questionnaires by telephone.

All survey responses were reviewed by the Project Coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers or information obtained on the occupation.

If a sufficient number of responses to obtain statistical significance could not be obtained from the finalized sample, employers not yet activated from the original supplemental list were contacted. Other firms were also added to the sample from personal knowledge, the Yellow Pages, or any other source available.

The Project Coordinator contacted licensing and certifying agencies, professional and trade associations, training providers, etc. to gather additional information on occupations.

TABULATIONS AND RESULTS

The Project Coordinator entered the survey responses into a data base and used the CCOIS computer software program to generate tabulations. The tabulations were analyzed and the final occupational summaries prepared by the Project Coordinator. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information.

Specific employer information is and will remain confidential.

GUIDE TO OCCUPATIONAL SUMMARIES

Each Occupational Summary includes at least seven areas of information. Reporting within each of these areas reflects standardized terms and guidelines applied by the California Cooperative Occupational Information System (CCOIS). Explanations of these terms and guidelines follow:

DESCRIPTION OF OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. Titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics. Summaries of occupations surveyed in 1991 are classified by 5-digit OES codes. After 1991, some OES codes and definitions were modified by California's EDD Labor Market Information Division to better meet the needs of California occupational research. Occupational summaries dated 1992, 1993, 1994 and 1995 have six digit codes instead of five digit codes. Generally the sixth digit is zero, unless the occupation has changed, for example Salesperson-Retail (49011 0) was split into two more precisely-defined occupations: Vehicle Salesperson-Retail (49011 1) and Salesperson-Retail, non-vehicle (49011 2).

Occupations were selected for survey based on the needs of local users of occupational information.

WAGES AND FRINGE BENEFITS

The wage data enables comparison of salaries across occupations through salary ranges. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys, with extreme answers excluded. Information obtained in interviews with locally involved labor market intermediaries may also be noted in this section. Labor market intermediaries include unions, employment agencies, licensing and certifying agencies, professional and trade associations, and schools and training providers. Wage data were collected during the period May through December of the year the occupation was surveyed, unless otherwise stated. Wages reflect the economic situation prior to minimum wage increase of October 1, 1996.

Salary ranges are reported for three levels of employee experience, defined as follows:

New hires, no experience

The wages of persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced

The starting wage paid to journey-level or experienced persons just starting at the firm.

Experienced, after three years with firm

The wages generally paid to persons with three years journey-level experience at the firm.

References to most, many, or some employers utilize the same guidelines discussed under the following section.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

This section presents the amount and kinds of work experience, education, and skills required by surveyed employers. Also included in this section are typical employer preferences and key personal traits usually present in those working in the occupation.

When reference is made to most, many, or some, the following guidelines have been applied:

Most employers	This reflects more than 50 percent of the survey respondents.
Many employers	This reflects 36-50 percent of the survey respondents.
Some employers	This reflects 10-35 percent of the survey respondents.

Important qualifications for job entry were collected from employers through a third page to the questionnaire, asking the question “what are the three most important skills required for job entry in this occupation?” Summaries list skills and qualifications reported by employers through this and other EDD surveys, with the exception of the special non-OES Law Enforcement study. All information for this study was gathered from job descriptions and job specification sheets provided by employers.

SUPPLY/DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the local supply/demand situation currently found in the North Central Counties Consortium are defined as:

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Somewhat difficult	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
A little difficult	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in jobseeking.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

This section usually lists supply/demand terms separately for experienced and inexperienced workers.

SIZE OF OCCUPATION

The term used to describe the size of a particular occupation relates to its estimated number of workers in the consortium, based upon State of California Employment Development Department (EDD) Forecast Tables presented in Projections of Employment by Industry and Occupation 1992 - 1999, North Central Counties Consortium (Colusa, Glenn, Lake, Sutter and Yuba Counties). Occupational size in the North Central Counties Consortium is measured using the following scale:

Small	84 or fewer workers
Medium	85 - 165 workers
Large	166 - 360 workers
Very Large	361 or more workers

EMPLOYMENT TRENDS

The following standard terms describe the projected annual occupational growth rate, based upon Occupational Employment Projection Forecast Tables published in the Projection and Planning Information for the North Central Counties Consortium for the outlook period 1992-1999:

Much faster than average	1.5% or more annual growth
Faster than average	1.1% to but not including 1.5% annual growth
Average	0.9% to but not including 1.1% annual growth
Slower than average	Less than 0.9% but greater than 0
No significant change	Zero
Slow decline	Less than zero

It is important not to overemphasize growth in an occupation. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training.

OTHER INFORMATION

Any information of unique relevance to the particular occupation is presented in this section. Standardized terms and guidelines as defined in previous sections continue to apply.

Promotional patterns (Career Ladders) are discussed here. Typical work hours and industry concentrations are also provided. Relevant local considerations are noted. Emerging skills and skills becoming obsolete, and common job titles are reported here.

Dictionary of Occupational Titles (DOT) Codes encompassed by the occupation are cited here. Related EDD-prepared California Occupational Guide numbers and U.S. Dept. of Labor Bureau of Labor Statistics' Occupational Outlook Handbook page numbers (1996-1997 edition) also are provided.



Please return completed questionnaire to:

North Central Counties Consortium

341 N. Main Street
Lakeport, CA 95453

Phone: 707-262-3408

Fax: 707-263-0920

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions

NAME: _____

POSITION: _____

PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in Colusa, Glenn, Lake, Sutter and/or Yuba counties. Please call 707-262-3408 if you have questions.

Computer Support Specialists

DOT: 039.264-999

Computer Support Specialists install, modify, and make minor repairs to computer hardware and software systems, and peripheral components. They instruct users in the use of equipment, software, and manuals. They provide technical assistance either in person or via telephone concerning systems operations. They diagnose system hardware, software, and operator problems, and recommend or perform minor remedial actions to correct problems.

1. What job titles do *you* use for these duties? _____ 005

2. How many employees do you **currently** have in this occupation? 010

How many of these fall within each of the following categories, and how many hours **per week** do they work, on average?

	NUMBER OF EMPLOYEES	AVERAGE WEEKLY HOURS
Regular, Full Time:	<input type="text"/> 590	<input type="text"/> 591
Regular, Part Time:	<input type="text"/> 650	<input type="text"/> 651
Temporary Or On-Call:	<input type="text"/> 630	<input type="text"/> 631
Seasonal:	<input type="text"/> 610	<input type="text"/> 611

3. Of the employees you **currently** have in this occupation, how many are: MALE? 060 FEMALE? 061

4. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	<input type="text"/> 031
vacancies resulting from people in permanent positions leaving your firm?	<input type="text"/> 032
new permanent positions resulting from growth?	<input type="text"/> 030
temporary or seasonal positions?	<input type="text"/> 033

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

_____ 416	_____ 415	_____ 417
Job Title	Months of Experience	Job Title
		Months of Experience

10. How difficult is it to find **fully experienced and qualified** applicants?
(Please Check One) NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards?
(Please Check One) NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience?
(Please Check One) NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

Training or Certification Needed
153
156

Months of Training

14. What level of formal education do **most of your recently hired employees in this occupation** have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What is the usual income earned by your employees in this occupation at the following levels of skill and experience?
(Please separate the base wage or salary from tips and commissions, if applicable.)

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	550	553
New Hires Who Are Experienced:	551	554
Experienced Employees After Three Years With Your Firm:	552	555

Per: (Please Check One)

HOUR <input type="checkbox"/> 556 H MONTH <input type="checkbox"/> 556 M Other: _____ <input type="checkbox"/> 556 O	WEEK <input type="checkbox"/> 556 W YEAR <input type="checkbox"/> 556 A Other: _____ <input type="checkbox"/> 556 O	HOUR <input type="checkbox"/> 557 H MONTH <input type="checkbox"/> 557 M Other: _____ <input type="checkbox"/> 557 O	WEEK <input type="checkbox"/> 557 W YEAR <input type="checkbox"/> 557 A Other: _____ <input type="checkbox"/> 557 O
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16. Does your firm offer benefits to employees in this occupation? (Please Check One) YES ☐ 589 1 NO ☐ 589 2

If yes, please specify: (Check All That Apply)

	FULL-TIME	PART-TIME		FULL-TIME	PART-TIME
MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583		PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581	
DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584		PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580	
VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585		RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582	
LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586		CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587	
Other (Please Specify): _____			578		579

17. Do you ever promote employees from this occupation to a higher level position? (Please Check One) YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

18. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check All That Apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	OTHER (Please Specify): _____ 380

19. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please Check All That Apply)

WORD PROCESSING <input type="checkbox"/> 050	SPREADSHEET <input type="checkbox"/> 051	DATABASE <input type="checkbox"/> 052	DESKTOP PUBLISHING <input type="checkbox"/> 053
Other (Please Specify): _____ 054 _____ 055			

20. Over the next three years, what **new skills** are needed to perform the duties of this occupation and what skills are **becoming obsolete**?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

21. Your response to these questions will help improve local training programs.

Please specify the three **most important skills**(and level) required by your firm **for job entry**. You may include more than three.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

22. Considering your most recent hires **for this occupation** please note any qualifications that seem to be in short supply locally.

_____	_____
_____	_____

23. Specify **any** occupations for which you have difficulty finding qualified applicants.

_____	_____
_____	_____

Additional Comments:

-

Index of Occupation Summaries

- Assemblers & Fabricators-except Machine, Electrical, Electronic & Precision
- Bookkeeping, Accounting & Auditing Clerks, Including Bookkeepers
- Computer Support Specialists
- Customer Service Representatives
- Dental Assistants
- Instructors & Coaches, Sports
- Law Enforcement Occupations
- Law Enforcement Support Occupations
- Maintenance Repairers, General Utility
- Nurse Aides, Orderlies, Attendants
- Nursery Workers
- Payroll & Timekeeping Clerks
- Purchasing Agents & Buyers-Farm Products
- Receptionists & Information Clerks
- Registered Nurses
- Salespersons, Parts
- Salespersons, Retail-Ex. Vehicle Sales
- Stock Clerks, Sales Floor
- Traffic, Shipping & Receiving Clerks
- Truck Drivers, Heavy or Tractor Trailer

ASSEMBLERS & FABRICATORS - except machine, electrical, electronic, & precision

OES Code: 939560

15 Firms Responding
198 Jobs Represented

DESCRIPTION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a non-precision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 4.25 - 6.50	\$ 5.25
New Hires, experienced	\$ 4.25 7.50	\$ 6.50
Experienced, 3 yrs with firm	\$ 6.00 - 10.00	\$ 8.00

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer medical insurance to full-time employees, many also offer paid vacation and dental insurance, and some also offer paid sick leave, vision insurance, retirement plans and life insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants somewhat difficult

Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Large (166-360 workers)

EMPLOYMENT TRENDS

Remain stable (0% growth annually).

REQUIREMENTS

Education, Training and Experience

Most recent hires have high school or equivalent education. Most employers never require work experience. Most employers always are willing to accept training as a substitute for part of the experience. Some employers require 6-12 months welding experience.

Important Qualifications for Job Entry

Technical: ability to read and follow instructions; ability to perform assembly work; knowledge of production concept (time & motion optimization); ability to read & use a tape measure; ability to read blueprints; ability to read working drawings; ability to do arithmetic using fractions and decimals; ability to use manual and power hand tools; soldering skills; ability to implement safe work practices; general mechanical skills; specific product knowledge, ability to learn and understand the importance of cost and control methods; welding skills.

Computer: basic keyboarding & familiarity with computers; ability to learn to use specific programs.

Personal: desire to work and learn; possession of work ethic; positive attitude; reliability; basic understanding of team work and business concept; ability to work as part of a team; ability to listen and follow directions; possession of mechanical aptitude; ability to work independently; understanding of the importance of customer service; ability to work with close supervision, ability to write legibly.

Physical: manual dexterity; ability to use hands, arms & fingers; good eye-hand coordination; ability to walk and stand for extended periods; good color perception; ability to lift 50 lbs. repeatedly.; ability to perform routine, repetitive work.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

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North Central Counties

ASSEMBLERS & FABRICATORS - except machine, electrical, electronic, & precision

OTHER INFORMATION

Common Job Titles

Assembler, Cabinet Maker, Fabricator, Fiberglass Laminator, Jewelry Assembler, Laborer, Ladder Assembler, Production Assembler, Piping Assembler, Production Worker, Sawyer, Support Crew, Welder/Fabricator, Wrapper.

New/Emerging Skills

Computer keyboarding, understanding of material requirement planning (MRP), inventory control programs, basic cost accounting, team work, cross training for all stations.

Career Ladder

Most employers promote to positions of higher responsibility such as Team Leader, Lead Man, Production Supervisor, Department Head, Shift or Floor Supervisor. Larger firms may promote to positions in other departments.

Hours

Most positions are full-time, average 40 hours/week

Major Employing Industries

Employing firms in the survey include: Miscellaneous Food Specialties (SIC 2099), Textile Bags (SIC 2393), Wood Kitchen Cabinets (SIC 2434), Truss Manufacturing (SIC 2439), Miscellaneous Wood Products (SIC 2499), Plastics Plumbing Fixtures (SIC 3088), Miscellaneous Plastics Products (SIC 3089), Glass Products, made of purchased glass (SIC 3231), Sheet Metal Work (SIC 3444), Miscellaneous Fabricated Metal Products (SIC 3499), Motor Vehicle Parts & Accessories (SIC 3714), Surgical & Medical Instruments/Apparatus (SIC 3841), and Costume Jewelry/Novelties (SIC 3961).

California Occupational Guides

#288 Fiberglass Lay-Up Workers (Laminators)
97 Optical/Ophthalmic Laboratory Technicians
#146 Sewing Machine Operators

Occupational Outlook Handbook

Assemblers, pg 401
Jewelers, pg 408
Metalworking/Plastics-working, pg 412
Welders, Cutters & Machine Operators, pg 417
Woodworking Occupations, pg 436

Dictionary of Occupational Titles Codes

This category contains 470 DOT titles.
Titles found locally include:

619.361-014 Metal Fabricator
669.380-114 Wood Machinist
700.684-014 Assembler (jewelry)
706.684-042 Bench Assembler
706.687-010 Assembler, Production
729.684-066 Lamination Assembler
739.381-030 Fabricator, Shower Doors & Panels
754.381-018 Plastics Fabricator
754.684-010 Assembler (plastics)
754.684-050 Laminator, preforms
760.684-010 Bench Carpenter
762.684-010 Assembler, Wooden Cases
762.684-014 Assembler, Component
781.687-010 Assembler (sewn garments/items)
806.684-054 Fiberglass Laminator
809.381-010 Fabricator-Assembler, Metal Products
809.681-010 Assembler, Unit
809.684-010 Assembler, Production Line
865.684-014 Glass Installer

BOOKKEEPING, ACCOUNTING & AUDITING CLERKS

OES Code: 553380

17 Firms Responding
67 Jobs Represented

DESCRIPTION

Bookkeeping, Accounting, & Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

EMPLOYMENT TRENDS

Slower than average growth (0.1% annually), but new workers will continue to be needed to refill separations.

REQUIREMENTS

Education, Training and Experience

Most recent hires have completed college-level course work but no degree, and some have an associate degree. Some employers require 12-24 months vocational training such as college classes, on-the-job training or an associate degree. Most employers always require 1-2 years previous experience in bookkeeping, accounting and general office clerical work, but are sometimes willing to accept training as a substitute for part of the experience.

WAGES & BENEFITS

Government Union Wages	Range	Median
New Hires, experienced	\$ 7.50 12.00	\$ 10.64
Experienced, 3 yrs with firm	\$10.00 - 13.75	\$11.51

Non-Union Wages	Range	Median
New Hires, no experience	\$ 6.00 - 10.50	\$ 8.32
New Hires, experienced	\$ 7.00 11.50	\$ 9.19
Experienced, 3 yrs with firm	\$ 5.00 - 15.00	\$11.13

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer medical insurance, paid sick leave, paid vacation, dental insurance, retirement plans, life insurance and vision insurance to full-time employees.

Important Qualifications for Job Entry

Technical: ability to perform accurate numerical calculations using a 10-key calculator by touch; typing/keyboarding; knowledge of basic bookkeeping and budgetary accounting principles including journal entry; knowledge of fiscal and financial record keeping procedures; ability to read and follow established procedures and policies; attention to detail; ability to assemble, sort, tabulate, code and file data; ability to collect and account for money, issue receipts and balance cash; organizational and time management skills; ability to handle multiple tasks simultaneously; ability to write legibly; oral communication and interpersonal skills; ability to work independently; bondable.

Computer: experience in spreadsheet, database and word processing software programs.

Physical: ability to sit at a desk or computer terminal for prolonged periods of time.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants a little difficult
Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Very Large (more than 361 workers)

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

BOOKKEEPING, ACCOUNTING & AUDITING CLERKS

OTHER INFORMATION

Common Job Titles

Accounts Payable Clerk, Accounts Receivable Clerk, Bookkeeper, Bookkeeping Clerk, Fiscal Assistant, Fiscal Officer, Program Assistant, Program Specialist, Staff Accountant.

New/Emerging Skills

Advanced computer skills; knowledge of programs used for posting accounts and generating reports.

Skills Becoming Obsolete

Typewriting, hand posting paper ledgers, paper filing.

Career Ladder

Other general office clerical positions may precede this occupation, or it may be an entry level position. Most employers promote from this occupation to technical, supervisory or managerial positions.

Hours

Most positions are full-time, 40 hours/week
Some part-time positions, average 20-25 hrs/wk

Major Employing Industries

Found in every industry.

California Occupational Guides

26 Bookkeeping, Accounting & Auditing Clerks

Occupational Outlook Handbook

Bookkeeping, Accounting & Auditing Clerks,
pg. 282

Dictionary of Occupational Titles Codes

210.362-010 Distribution Accounting Clerk
210.367-010 Account Information Clerk
210.382-010 Audit Clerk
210.382-014 Bookkeeper
210.382-046 General Ledger Bookkeeper
216.362-014 Collection Clerk
216.382-022 Budget Clerk
216.482-010 Accounting Clerk
219.362-066 Voucher Clerk

COMPUTER SUPPORT SPECIALISTS

DOT Code: 039.264-999

17 Firms Responding
34 Jobs Represented

DESCRIPTION

Computer Support Specialists install, modify, and make minor repairs to computer hardware and software systems, and peripheral components. They instruct users in the use of equipment, software, and manuals. They provide technical assistance either in person or via telephone concerning systems operations. They diagnose system hardware, software, and operator problems, and recommend or perform minor remedial actions to correct problems.

WAGES & BENEFITS

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 9.00 -13.75	\$10.84
New Hires, experienced	\$10.05 -15.25	\$12.49
Experienced, 3 yrs with firm	\$10.05 -17.00	\$13.91

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$11.00 -16.00	\$13.49
New Hires, experienced	\$12.25 -25.00	\$17.24
Experienced, 3 yrs with firm	\$13.50 -27.75	\$19.91

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer medical insurance, paid sick leave, dental insurance, paid vacation, retirement plans, vision insurance and life insurance to full-time employees. Some offer paid sick leave, paid vacation, retirement plans, medical insurance, dental insurance, vision insurance and life insurance to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants:
Experienced Applicants a little difficult
Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Small (less than 85 workers), according to survey. EDD projection data not available.

EMPLOYMENT TRENDS

Much faster than average growth, according to survey.
EDD projection data not available.

REQUIREMENTS

Education, Training and Experience

Many recent hires have an associate degree, some have a bachelor degree, and some have completed college-level classes without a degree. Most employers require 1-2 years experience in a related occupation, but will sometimes allow vocational training to substitute for work experience. Most employers also require 2-4 years advanced computer training, some require an A.S. degree, and some require a B.S. degree.

Important Qualifications for Job Entry

Technical: knowledge of electronic information processing systems, including concept, design, planning, implementation & operation of networks; knowledge of communications technology, including Internet & e-mail; knowledge of operating systems; knowledge of systems analysis procedures, controls, documentation & problem solving; knowledge of cross-platform inter-operability; ability to install computer equipment & software & repair standard PCs & peripheral equipment; knowledge of word processing, database & spreadsheet programs; experience in selecting software appropriate for users' needs; ability to learn new software & train others to use it; ability to troubleshoot hardware & software problems; ability to interpret & update procedures & operations manuals; knowledge of mainframe computers; knowledge of UNIX language.

Personal: customer service skills; ability to work independently or with close supervision; ability to work under pressure; time management skills; ability to prioritize tasks; oral & written communication skills; interpersonal skills; teaching skills; ability to teach people with all learning styles.

Physical: ability to use hands, arms & fingers; ability to lift & maneuver equipment weighing up to 50 lbs.; ability to stoop, kneel, crouch & reach behind & under desks & tables.

Computer: knowledge of word processing, database, spreadsheet & desktop publishing programs.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

COMPUTER SUPPORT SPECIALISTS

OTHER INFORMATION

Common Job Titles

Computer Coordinator, Computer Operator, Computer Services Coordinator, Computer Specialist, Computer Support Analyst, Computer Technician/Instructor, Computer Trainer, Data Processing Manager, Data Processing Systems Specialist, Data Processing Technician, Help Desk, Information Systems Specialist, Information Systems Technician, Lab Assistant, Network Administrator, Office Automation Support Specialist, Senior Technician, Staff Services Analyst, Staff Services Manager, Technical Assistant, Technical Aide.

New/Emerging Skills: Internet, browsers & plug-in applications; Windows NT, web page support, new repair techniques, communication hardware & software; keeping up with current software programs.

Skills Becoming Obsolete: DOS, knowledge of early PC systems, techniques for repairing outdated equipment, use of older software programs.

Career Ladder: Other jobs usually precede this occupation. Advanced-level skills may be achieved through extensive use of computers in other jobs and completion of college-level course work in a computer-related field. Advancement may lead to emerging occupations such as Systems Network Analyst, Local Area Network (LAN) Manager, Wide Area Network (WAN) Manager, or to supervisory or management positions.

Hours

Most positions are full-time, average 39 hours/week
Some part-time positions, average 23 hours/week

Major Employing Industries

Found in a wide variety of industries, e.g. Computer & Software Stores (SIC 5734), Banks, Savings/Loan Institutions, Credit Unions (SIC 6011-6062), Insurance Carriers (SIC 6311-6399), Hospitals (8062-8069), Schools, Colleges & Universities (SIC 8211-8299), Social Service Agencies (SIC 8322- 8331), Public Administration (SIC 9001-9999).

California Occupational Guides

#2001-A Local Area Network (LAN) jobs in the
Information Systems Industry

#559 Web Master/Mistress

#348 Electronic Data Processing (EDP) Managers

81 Computer Programmers

#541 Computer Systems Analysts

#488 Computer Systems Engineers

Occupational Outlook Handbook

Computer Scientists & Systems Analysts, pg 93

Computer & Office Machine Repairers, pg 353

Data Processing Managers, pg 39

Dictionary of Occupational Titles Codes

039.264-010 Microcomputer Support Specialist

169.167-030 Manager, Electronic Data Processing

CUSTOMER SERVICE REPRESENTATIVES

DOT Code: 553.350-998

15 Firms Responding
50 Jobs Represented

DESCRIPTION

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer needs to technical staff.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.00 - 9.00	\$ 7.00
New Hires, experienced	\$ 5.25 -11.00	\$ 7.00
Experienced, 3 yrs with firm	\$ 6.00 -16.00	\$ 8.00

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer paid vacation, medical insurance, paid sick leave, retirement plans and vision insurance to full-time employees; many also offer dental insurance and some also offer life insurance. Some employers also offer these benefits to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants no difficulty
Inexperienced Applicants some difficulty

SIZE OF OCCUPATION

Insufficient data available.

EMPLOYMENT TRENDS

Insufficient data available.

REQUIREMENTS

Education, Training and Experience

Employers report most recent hires have high school or equivalent education, some have completed college-level classes but not a degree, and some have an A.A. degree. Most employers always require 12-24 months related experience, and many will sometimes accept related training as a substitute for work experience.

Important Qualifications for Job Entry

Technical: advanced verbal communication skills; diplomacy; knowledge of proper usage of English language, including spelling, grammar and punctuation; ability to learn and understand the company's products or services; ability to read and follow instructions; ability to work independently; public relations and customer service skills; interpersonal skills; telephone answering; telephone sales skills; problem solving; ability to perform basic mathematical computations; knowledge of billing procedures; record keeping skills; ability to operate 10-key calculator; ability to interview others for information; ability to operate standard office machines; knowledge of business letter writing and basic report preparation; typing 40 wpm; keyboarding/data entry skills. Other skills mentioned include being bi-lingual.

Computer: basic computer knowledge, data entry and keyboarding skills. Many employers require knowledge of word processing and database software; some require use of spreadsheet and accounting software.

Personal: professional demeanor; ability to organize and prioritize tasks; willingness to learn new skills and work independently; ability to write legibly.

Physical: ability to sit for two or more hours at a time; ability to use hands and fingers for writing, operating computer and other desktop equipment.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

CUSTOMER SERVICE REPRESENTATIVES

OTHER INFORMATION

Common Job Titles

Credit and Collections Clerk, Customer Service Representative, Data Entry Clerk, Accounts Receivable Clerk, Office Receiving Clerk, Secretary/Auditor, Service Desk Supervisor, Team Leader, Team Relations Coordinator.

New/Emerging Skills

Electronic communication, computerized bookkeeping, telephony.

Skills Becoming Obsolete

Expertise in software programs over three years old.

Career Ladder

Advancement generally comes about either by transfer to a different, more responsible occupation or by promotion to a supervisory position. The more skills, experience, and additional training an employee possesses, the better their advancement opportunities in most firms. Most employers promote from this position to higher level positions within the same firm, including Area Manager, Coordinator, Customer Service Representative II, Lead Worker, Manager, Supervisor, Unit Supervisor.

Hours

Most positions are full-time, average 40 hours/week
Some part-time positions, average 27 hours/ week

Major Employing Industries

Cable & Other Pay Television Services (SIC 4841), Communications Services, Not Elsewhere Classified (SIC 4899), Water Supply (SIC 4941), Petroleum Bulk Stations & Terminals (SIC 5171), Retail Stores, various (SICs 5211-5399), Fuel Dealers (SICs 5983-5984)

California Occupational Guides

None

Occupational Outlook Handbook

Interviewing & New Accounts Clerks, pg 268

Dictionary of Occupational Titles Codes

205.362-026 Customer Service Representative
210.367-010 Account Information Clerk
239.362-014 Customer Service Representative
241.367-014 Customer-Complaint Clerk
299.367-010 Customer Service Clerk
959.361-014 Customer Service Representative

DENTAL ASSISTANTS

OES Code: 660020

15 Firms Responding
35 Jobs Represented

DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 6.00 -10.75	\$ 6.75
New Hires, experienced	\$ 7.00 -13.00	\$ 9.00
Experienced, 3 yrs with firm	\$10.00 -17.25	\$12.00

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer paid vacation, paid sick leave and medical insurance to full-time employees; many also offer dental care benefits and retirement plans; and some also offer life insurance. Many employers offer paid vacation and paid sick leave to part-time employees; and some also offer dental care benefits and medical insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants somewhat difficult

Inexperienced Applicants somewhat difficult

SIZE OF OCCUPATION

Medium (85 -165 workers)

EMPLOYMENT TRENDS

Much faster than average growth (2.4% annually).

REQUIREMENTS

Education, Training and Experience

Employers report that most recent hires have completed college-level training and some have earned an A.A. degree. Most employers require certification as a California Registered Dental Assistant. Most usually require 6-12 months previous experience as a Dental Assistant, but will sometimes accept training and RDA certification as a substitute for work experience.

Important Qualifications for Job Entry

Technical: California RDA and x-ray certificates; knowledge of dental materials and procedures; above-average communication skills; public relations/social skills; ability to make crown temporaries expediently; coronal polishing skills; English grammar and spelling skills; writing skills.

Computer: Basic computer literacy; ability to use word processing and dental software programs.

Personal: ability to work as part of a team; ability to work independently; ability to follow instructions and provide calm, comfortable patient care; professional demeanor; meet employer standards of grooming/personal hygiene.

Physical: Above average dexterity and eye-hand coordination; ability to sit continuously for two or more hours at a time.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

DENTAL ASSISTANTS

OTHER INFORMATION

Common Job Titles

Business Assistant; Chairside Assistant; Dental Assistant; Registered Dental Assistant.

New/Emerging Skills

Computer skills; expanded functions of RDA duties.

Career Ladder

Many assistants are trained in programs of one year or less that lead to a certificate or diploma. Some choose two-year college programs that lead to an associate degree. Assistants become certified for performing radiologic procedures by taking an examination after graduating from an accredited training program or by having two years of full-time experience as a dental assistant. Without further education, advancement opportunities are limited. Some dental assistants working the front office become office managers. Others, working chairside, go back to school to become dental hygienists.

Hours

Most positions are full-time, average 35 hrs/wk
Many positions are part-time, average 24 hrs/wk

Major Employing Industries

Offices and clinics of dentists (SIC 8021)

California Occupational Guides

#27, Dental Assistants

Occupational Outlook Handbook

Dental Assistants, pg 313

Dictionary of Occupational Titles Codes

079.361-018 Dental Assistant

INSTRUCTORS & COACHES - SPORTS & PHYSICAL TRAINING

OES Code: 313210

16 Firms Responding
201 Jobs Represented

DESCRIPTION

Sports and Physical Training Instructors and Coaches instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation, and observe and inform participants of corrective measures necessary to improve their skills. Does not include persons required to hold teaching credentials or who coach professional athletic teams.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants a little difficult
Inexperienced Applicants somewhat difficult

SIZE OF OCCUPATION

Large (166-360 workers)

WAGES & BENEFITS

Fitness Instructors/Golf Pros - Hourly Wages

	Range	Median
New Hires, no experience	\$ 5.00 -12.00	\$10.36
New Hires, experienced	\$ 6.00 -13.50	\$11.75
Experienced, 3 yrs with firm	\$ 8.00 -15.00	\$13.95

Golf professionals usually receive commissions on retail sales plus fees from private lessons in addition to a salary.

League Sports Coaches - Seasonal Wages

Coaches receive a one-payment stipend per sport at the end of the season. The amount varies widely according to the sport and the coach's experience.

Average Pay Range	Per Sport
<i>High School Level</i>	
New Hires, no experience	\$1085 - \$1604
New Hires, experienced	\$1177 - \$1827
Experienced, 3 or more yrs	\$1401 - \$2107
<i>Middle School Level</i>	
New Hires, no experience	\$ 587 - \$ 723
New Hires, experienced	\$ 669 - \$ 834
Experienced, 3 or more yrs	\$ 838 - \$ 1017

Note:Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Many employers offer medical insurance and some also offer paid sick leave and paid vacation to full-time employees.

EMPLOYMENT TRENDS

Faster than average growth (1.4% annually).

REQUIREMENTS

Education, Training and Experience

Employers report most recent hires have high school or equivalent education, many have completed college-level training but not a degree, and some have a four-year college degree. Most employers usually require related experience:

Fitness Instructor or Personal Trainer: 6-12 months recent teaching experience, plus four years participation in the sport or class, plus a certificate of completion from a nationally recognized trainer certification program.

Golf Pro: Employers prefer Apprentice candidates with 4 years experience as a competitive golfer and who are enrolled in a PGA Golf Professional training program; and Golf-Pro candidates who have completed 3 years as an Apprentice or 2 years as Golf Pro/Pro Shop Manager; plus PGA Level 3 or Class A certification.

Seasonal League Sports Coach: 3-4 years experience playing the sport, plus two years experience as a coach, plus completion of a formal coach training class including CPR & First Aid.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

INSTRUCTORS & COACHES - SPORTS & PHYSICAL TRAINING

REQUIREMENTS, continued

Important Qualifications for Job Entry

Personal: Leadership skills; ability to communicate clearly; ability to work independently; ability to motivate others; ability to show patience with others; ability to show enthusiasm; ability to use good judgment; ability to plan and direct the activities of others; ability to audition prior to employment.

Technical: knowledge of coaching theory; evaluation skills to determine abilities of others and design individualized training programs; ability to demonstrate and explain principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity; knowledge of common muscle and back ailments; knowledge of various apparatus and equipment necessary to purchase, display, sell, maintain, or repair equipment; knowledge of official rules of games; ability to explain and enforce safety rules; ability to lecture on history and purpose of sport; ability to handle crisis situations; ability to administer CPR/First Aid.

Physical: possession of agility & coordination; ability to frequently balance, stoop, kneel, crouch and reach; handling and fingering ability, good speech, hearing and vision; ability to produce a negative tuberculosis test.

OTHER INFORMATION

Common Job Titles: Workers are identified according to sport instructed, such as golf, fencing or tennis. Alternate titles reported on include Physical Instructors, Fitness Center Instructors & Trainers, Golf Professionals, Golf Pro Apprentices

Career Ladder : Some firms promote from this occupation to manager or director positions.

Hours

Fitness Instructors: most positions are part-time; some temporary or on-call, average 5-12 hours/week

Golf Professionals: most positions are full-time, average 40 hours/week

League Sports Coaches: Most positions are seasonal, less than 20 hours/week

Major Employing Industries

Sporting Goods Stores & Bicycle Shops (SIC 5941), Hotels & Motels (SIC 7011), Sporting and Recreational Camps (SIC 7032), Bowling Centers (SIC 7933), Racetrack Operations (SIC 7948), Public & Private Fitness Facilities (SIC 7991), Public Golf Courses (SIC 7992), Membership Sports & Recreation Clubs (SIC 7997), Rodeo Operations (SIC 7999), Elementary & Secondary Schools (SIC 8211), Colleges, Universities & Professional Schools (SIC 8221); Junior Colleges & Technical Institutes (SIC 8222).

Local Considerations: This large occupation is commonly found at public schools throughout all five counties. Most private recreational firms are in Lake, Sutter and Yuba Counties.

California Occupational Guides
#357, Recreation Workers

Occupational Outlook Handbook

Instructors & coaches, sports & physical training,
pg 469

Dictionary of Occupational Titles Codes

099.224-010 Instructor, Physical Education

099.224-014 Teacher, Adventure Education

153.227-014 Instructor, Physical

153.227-018 Instructor, Sports

LAW ENFORCEMENT OCCUPATIONS

NON-OES SURVEY REPORT: This limited study of law enforcement occupations was not subject to the same requirements as the other surveys. Instead of completing questionnaires, employers provided written job descriptions, including hiring requirements and wage ranges.

Employment Trends

OES CODE & TITLE

630320 Sheriffs and Deputy Sheriffs
630170 Correction Officers, Jailers
630140 Police Patrol Officers

SIZE OF OCCUPATION

Large (166-360 workers)
Large (166-360 workers)
Large (166-360 workers)

GROWTH PROJECTION

Faster than average (1.35% annually)
Faster than average (5.58% annually)
Slower than average (.52% annually)

Supply/Demand

The demand for Peace Officers depends largely on government spending, population growth, and crime rates. However, opportunities also occur as law enforcers leave the labor force because of retirement or a change in career objective. Although there are sometimes more applicants for law enforcement occupations than there are openings, many agencies have trouble recruiting qualified candidates. This is, in part, due to a tough screening process that eliminates many applicants.

Fringe Benefits

Most employers provide full benefits including medical insurance, dental insurance, paid vacation, paid sick leave, retirement plans, vision insurance, life insurance and disability insurance.

Hours

Officers work nights and unusual hours, including various shifts, weekends and holidays.

California Occupational Guides

#457 Law Enforcement Occupations
#220 Correctional Officers
#232 Park Rangers
#345 Deputy Coroners
#448 Fish & Game Wardens

OES Codes

(Occupation Employment Statistics System)
630170 Corrections Officers & Jailers
630140 Police Patrol Officers
630410 Fish & Game Wardens
630110 Police Detectives
360320 Sheriffs & Deputy Sheriffs
630230 Bailiffs

Occupational Outlook Handbook

Protective Service Occupations, pgs. 297-308

DOT Codes

(Dictionary of Occupational Titles)
195.107-046 Probation & Parole Officers
169.167-042 Park Rangers
375.263-018 State-Highway Police Officer
375.267-014 Detective, Narcotics & Vice
377.263-010 Sheriff, Deputy

Training Opportunities

Law Enforcement

Tri-County ROP (Yuba City High School), Butte College-Glenn, certificate, associate, Yuba College, certificate, associate, Napa Valley, certificate option, associate option, Santa Rosa JC, certificate

Basic Police Academy/Ranger Academy

Santa Rosa JC, certificate, Napa JC, certificate, Yuba College, certificate

Corrections Officer Basic Course

Santa Rosa JC, certificate, Yuba College, cert.

Juvenile Counselor Basic Course

Santa Rosa JC, certificate, Yuba College, cert.

Probation Officer Core Course

Yuba College, certificate, Santa Rosa JC, cert.

Criminal Justice/Law Enforcement Admin.

Yuba College, certificate, associate, Santa Rosa JC; certificate, associate, CSU-Chico, Bachelor option, CSU-Sacramento, Bachelor, Master, Sonoma State, Bachelor

Administration of Justice

Mendocino College, certificate, associate, Napa Valley JC, certificate, associate, Santa Rosa JC, certificate, associate, Yuba College, certificate, associate

DEPUTY SHERIFFS

OES Code: 360320

5 Firms Responding

DESCRIPTION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

REQUIREMENTS

Education, Training and Experience

Minimum education requirement is high school or equivalent, or completion of core course units in a college-level police science or related program, plus completion of a P.O.S.T. approved academy or possession of a P.O.S.T. Basic certificate. 1-2 years of paid or volunteer corrections or law enforcement experience is desirable, but employers will generally accept more college training in exchange for less experience.

Entry into advanced-level positions requires possession of a P.O.S.T. Intermediate or Advanced certificate. Individuals possessing a Basic P.O.S.T. certificate with a break in service of more than 3 years should complete the Basic P.O.S.T. waiver process.

SALARY

Monthly Salary	Ranges	Median
Entry-level, no experience	\$ 1941 - 2297	\$2139
Entry-level, experienced	\$ 2037 - 2412	\$ 2229
After 3 years	\$ 2253 - 2660	\$2480

Some workers may receive shift differential, advanced post differential and/or uniform allowance.

SPECIAL REQUIREMENTS

Must be at least 21 years of age; no felony convictions; must be a U.S. citizen; able to pass a drug screening test; possess valid California driver license; in good physical health; sound mental & emotional condition; possess strength, endurance & agility; good hearing & vision; ability to pass color vision test; able to drive vehicles

QUALIFICATIONS

Personal: Ability to remember detailed laws, regulations, & procedures; effectively carry out assigned tasks in the face of adversity, oral abuse, & physical danger. Ability to serve in a law enforcement capacity in a responsible & effective manner, often under difficult & stressful situations. Ability to observe accurately & remember names, faces, numbers, incidents & places. Ability to apply safety practices and precautions pertaining to the work; ability to use techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic & cultural backgrounds, in person & over the telephone, often where relations may be confrontational or strained; willingness to work evening, night, weekend & holiday shifts.

Basic: ability to communicate clearly & concisely, both orally & in writing; ability to understand & follow oral & written instructions.

Technical: skill in maintaining accurate files & preparing clear & concise records, reports, correspondence & other written materials; knowledge of basic principles, laws, practices, procedures, techniques, & programs common to modern law enforcement, including patrol, traffic control, crime prevention, investigations, apprehension, civil process & arrest. Knowledge of pertinent Federal, State, and local laws, codes & regulations. Knowledge of principles & practices used in processing Coroner's cases, search & seizure, & in the preservation & presentation of evidence in traffic & criminal cases. Knowledge of principles & techniques observed in eliciting information from emotionally upset or uncooperative individuals. Skill in the use & care of firearms & operation of motor vehicles. Ability to communicate in the English language, both verbally and in written form. Knowledge of principles & procedures of record keeping & reporting; ability to identify types of narcotics & other substances; ability to identify potential substance abusers; knowledge of legal terminology, forms, documents & procedures related to the criminal justice system; knowledge of courtroom processes & protocol;

Computer: ability to operate computer keyboard and/or mouse to utilize computer software programs relevant to position; knowledge of basic computer applications and techniques; ability to enter, modify and review data with speed & accuracy.

CORRECTIONAL OFFICERS

OES Code: 630170

5 Firms Responding

DESCRIPTION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

REQUIREMENTS

Education, Training and Experience

Minimum education requirement is high school or equivalent. Some employers require college courses in Police Science, corrections, or a closely related field. No experience is required, but completion of a P.O.S.T. or S.T.C. Certified Jail Operations course and P.O.S.T. Section 832 certificate, as required by State law, must be completed within one year of employment unless combined education and experience provides equivalent knowledge, skills and abilities.

SALARY

Monthly Salary	Ranges	Median
Entry-level, no experience	\$ 1577 - 1943	\$ 1798
Entry-level, experienced	\$ 1655 - 2286	\$ 1937
After 3 years	\$ 1924 - 3217	\$ 2359

Some workers may receive shift differential, advanced training differential and/or uniform allowance.

SPECIAL REQUIREMENTS

Must be at least 21 years of age; no felony convictions; must be a U.S. citizen; able to pass drug screening test; good physical health; sound mental & emotional condition; possess strength, endurance & agility; good hearing & vision; ability to pass color vision test; able to drive vehicles; able to perform manual tasks requiring occasional heavy lifting or strenuous exertion.

QUALIFICATIONS

Personal: possess valid California driver license; able to write legibly; possess emotional maturity & stability; sympathetic & objective understanding of persons in custody, satisfactory record as a law-abiding citizen; leadership ability; tact; good personal & social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, & holidays, and to report for duty at any time emergencies arise; ability to accept role as authority figure; willingness to follow chain of command; ability to enforce institutional rules & regulations with firmness, tact, & impartiality; ability to remember names & faces; ability to deal effectively with individuals in a controlled environment; ability to promote socially acceptable attitudes & behavior of inmates or parolees; ability to reason logically & communicate effectively; ability to work under pressure, exercise good judgment in emergency situations.

Basic: working knowledge of English language; including correct grammar & spelling; ability to communicate clearly, orally and in writing; basic math skills; ability to read and follow instructions.

Technical: knowledge of purpose & methods of discipline as applied to persons in custody; ability to monitor & supervise prisoners; ability to prepare accurate & objective written reports using good grammar, composition & correct spelling; ability to learn to operate dispatch, teletype, computer, and other office equipment; ability to learn procedures, methods & techniques used in jail operations; ability to learn standard radio broadcasting procedures & rules; ability to learn principles & practices used in the classification of inmates; ability to keep records of routine information; ability to communicate via telephone and two-way radio; ability to prepare and/or generate various forms and documentation; knowledge of record keeping procedures; skill in use of firearms; knowledge of first aid principles & practices; knowledge of geographic features & streets within the area served.

Computer: ability to operate computer keyboard and/or mouse to utilize computer software programs relevant to position; knowledge of basic computer applications and techniques; ability to enter, modify and review data.

POLICE PATROL OFFICERS

OES Code: 630140

6 Firms Responding

DESCRIPTION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

REQUIREMENTS

Education, Training and Experience

Minimum education requirement is high school or equivalent and the ability to successfully complete P.O.S.T. training for entry-level police officers. Some employers require completion of one year of recognized college course work, preferably in Administration of Justice, Criminal Justice or a closely related field, plus successful completion of a P.O.S.T. approved academy or possession of a P.O.S.T. Basic certificate. Individuals possessing a Basic P.O.S.T. certificate with a break in service of more than 3 years should complete the Basic P.O.S.T. waiver process. Experience as a Reserve Officer is desirable, but employers will generally accept more college training in exchange for less experience.

Advanced-level positions are usually filled by promotion from entry-level positions, or, when filled from the outside, require prior law enforcement experience.

SALARY

Monthly Salary	Ranges	Median
Entry-level, no experience	\$ 1935 - 2613	\$2156
Entry-level, experienced	\$ 2031 - 2744	\$2275
After 3 years	\$ 2195 - 3025	\$2482

SPECIAL REQUIREMENTS

Must be at least 21 years of age; no felony convictions; must be a U.S. citizen; able to pass a drug screening test & background investigation; possess valid California driver license; in good physical health; sound mental & emotional condition; possess strength, endurance & agility; good hearing & vision; ability to pass color vision test; able to drive vehicles

QUALIFICATIONS

Personal: Ability to remember detailed laws, regulations, & procedures; effectively carry out assigned tasks in the face of adversity, oral abuse, & physical danger. Ability to serve in a law enforcement capacity in a responsible & effective manner, often under difficult & stressful situations. Ability to observe accurately & remember names, faces, numbers, incidents & places. Ability to apply safety practices and precautions pertaining to the work; ability to use techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic & cultural backgrounds, in person & over the telephone, often where relations may be confrontational or strained; willingness to work evening, night, weekend & holiday shifts.

Basic: ability to communicate clearly & concisely, both orally & in writing; ability to understand & follow oral & written instructions.

Technical: skill in maintaining accurate files & preparing clear & concise records, reports, correspondence & other written materials; knowledge of basic principles, laws, practices, procedures, techniques, & programs common to modern law enforcement, including patrol, traffic control, crime prevention, investigations, apprehension, civil process & arrest. Knowledge of pertinent Federal, State, and local laws, codes & regulations. Knowledge of principles & practices used in processing Coroner's cases, search & seizure, & in the preservation & presentation of evidence in traffic & criminal cases. Knowledge of principles & techniques observed in eliciting information from emotionally upset or uncooperative individuals. Skill in the use & care of firearms & operation of motor vehicles. Ability to communicate in the English language, both verbally and in written form. Knowledge of principles & procedures of record keeping & reporting; ability to identify types of narcotics & other substances; ability to identify potential substance abusers; knowledge of legal terminology, forms, documents & procedures related to the criminal justice system; knowledge of courtroom processes & protocol;

Computer: ability to operate computer keyboard and/or mouse to utilize computer software programs relevant to position; knowledge of basic computer applications and techniques; ability to enter, modify and review data with speed & accuracy.

POLICE INVESTIGATORS

OES Code: 630110

4 Firms Responding

DESCRIPTION

Police Investigators carry out investigations to prevent or solve crimes.

REQUIREMENTS

Education, Training and Experience

Requirements include high school or equivalent education plus 4-6 years recent full-time experience in law enforcement, including investigative work and dealing with evidence and property. Completion of an A.S. degree or at least 35 units of college level course work in Police Science, Administration of Justice or a closely related field is also required, and may sometimes be substituted year-for-year, for up to two years of the work experience. P.O.S.T. certificate requirements vary, from Basic to Advanced to Intermediate, according to work duties defined by employers.

SALARY

Monthly Salary	Range	Median
Entry-level, experienced	\$ 2266 - 2423	\$2318
After 3 years	\$ 2754 - 2945	\$2818

QUALIFICATIONS

Personal: possession of valid California driver license; ability to communicate clearly, both orally and in writing; ability to work independently in the absence of supervision; ability to analyze situation effectively, interpret & apply laws & regulations appropriately; obtain information through observation, record examination, interview &

interrogation; instruct police personnel in the application of modern techniques of investigation, prepare clear, concise and comprehensive written reports; ability to meet the public in situations requiring diplomacy & tact; ability to think & act quickly in emergencies; ability to establish & maintain cooperative working relationships with those contacted in the course of duties.

Technical: knowledge of criminal & narcotics investigation techniques & procedures; ability to analyze & evaluate statements of witnesses or suspected violators; ability to secure & present evidence in oral & written form; ability to prepare correspondence & routine reporting; knowledge of police methods & procedures, including patrol, crime prevention, investigation, identification techniques, rules of evidence, laws of arrest & court procedures; knowledge of sources of information used in locating persons; knowledge of methods & techniques of training & supervision of other workers; knowledge of principles, procedures, methods, rules & techniques used in collecting, preserving & storing evidence; knowledge of pertinent Federal, State, and local laws, codes, and regulations including commercial & property laws; knowledge of credit transactions & legal procedures to enforce payment of funds due to the employing agency; knowledge of financial record keeping, knowledge of welfare & institutions codes; knowledge of methods & techniques of photography; knowledge of courtroom procedures; knowledge of principles & procedures of record keeping; ability to collect, store & dispose of evidence correctly & accurately; ability to operate photographic & other investigative equipment; ability to administer drug testing techniques to substances; ability to maintain records; ability to respond to requests & inquiries from sheriff officers;

Computer: typing/keyboarding 30 wpm.

PROBATION & PAROLE OFFICERS

DOT Code: 195.107-046

6 Firms Responding

DESCRIPTION

Counsels juvenile or adult offenders in activities related to legal conditions of probation or parole: Confers with offender, legal representatives, family, and other concerned persons, and reviews documents pertaining to legal and social history of offender to conduct prehearing or presenting investigations and to formulate rehabilitation plan. Compiles reports, testifies in court, and makes recommendations concerning conditional release or institutionalization of offender. Informs offender of guardian of legal requirements of conditional release, such as visits to office, restitution payments, or educational and employment stipulations. May be employed by correctional institution, parole board, courts system, or separate agency serving court. May specialist in working with either juvenile or adult offenders.

REQUIREMENTS

Education, Training and Experience

Education requirement for entry level is a bachelor degree in social welfare, sociology, psychology, criminology, law enforcement, criminal justice, or a combination. Experience in a field related to the work is preferred, and may be substituted for the education on a year for year basis to a maximum of two years. Advanced-level positions require, in addition to the above, 1-2 years experience in probation & casework/counseling. Successful completion of P.O.S.T. certified training academy to satisfy State of California Penal Code Section 832.

SALARY

Monthly Salary	Range	Median
<i>Deputy Probation Officer I</i>		
Entry-level, no experience	\$ 1785 - 1988	\$1908
Entry-level, experienced	\$ 1880 - 2087	\$2005
After 3 years	\$ 2071 - 2276	\$2210
<i>Deputy Probation Officer II</i>		
Entry-level, experienced	\$ 1967 - 2189	\$2093
After 3 years	\$ 2400 - 2661	\$2563
<i>Deputy Probation Officer III</i>		
Entry-level, experienced	\$ 2308 - 2406	\$2357
After 3 years	\$ 2857 - 2924	\$2890
<i>Parole Agent I</i>		
Entry-level, experienced		\$3203
After 3 years		\$3708

QUALIFICATIONS

Physical: good health, sound physical condition, strength, endurance, and agility necessary to cope with the job; good hearing & vision.

Personal: emotional stability; demonstrated interest & enthusiasm for working with parolees/releasees; respect for the dignity of individuals; concern for youths and the rehabilitation of offenders; awareness of the street environment; acceptance of various racial, ethnic & cultural differences; willingness to work with a broad social spectrum of society; ability to inspire the respect & confidence of community agencies, law enforcement personnel, adult parolees/releasees & their relatives & friends; willingness to travel & perform work requiring irregular hours; satisfactory record as a law-abiding citizen; possession of tolerance & tact; maturity & integrity; reliability; neat personal appearance; must meet State of California requirements for peace officer status, including no felony convictions; must be a U.S. citizen; possession of valid California driver license.

Technical: knowledge of pertinent Federal, State & local laws, codes & regulations governing juvenile & adult probation work including the Penal, Health & Safety & Civil Codes; basic principles of applied psychology & sociology; basic principles of adult & juvenile probation; investigation techniques; procedures used in the preservation & presentation of evidence; basic legal terminology, forms & court procedures; arrest, search & seizure procedures; business letter writing & basic report preparation; knowledge of English usage, spelling, grammar & punctuation; ability to effectively provide a variety of probation services including counseling & supervision of cases; understand & deal effectively with probationers & applicants; interpret & apply Federal, State and local policies, procedures, laws & regulations; learn the organization, policies & operating procedures of the department; analyze emotional & behavioral disorders & carry out treatment plans; exercise skill & judgment in the assessment & treatment of probationers, families & dependent children; understand & follow oral & written instructions; communicate clearly & concisely, both orally & in writing;

Computer: ability to use word processing and database software on personal computers.

HIGHWAY PATROL OFFICERS

DOT Code: 375.263-018

DESCRIPTION

1) Patrols State highways enforcing laws relating to the operation of motor vehicles; or 2) Provides law enforcement services to State employees, officials, & the public & provides for the safekeeping of State property; or 3) Provides for protection of the Governor, other constitutional officers, and members of the Legislature; or 4) performs special staff assignments.

REQUIREMENTS

Education, Training and Experience

High school diploma or equivalent or A.A. or higher degree is required to take the entrance examination. No previous experience is required.

Examinations: written test; qualifications appraisal interview; physical abilities test (pass/fail); psychological testing; medical examination; background investigation. Candidates who pass these tests are ranked on hiring lists according to their written test and interview scores, with those earning the highest scores being hired first to fill entry-level positions.

Academy training: all CHP Cadets are assigned to the CHP Academy, near Sacramento, for 24 weeks of intense mental & physical training at full pay. More than 1200 hours of study includes pursuit driving, use of firearms, arrest/control methods, & self defense techniques. Cadets also participate in a daily physical conditioning program.

SALARY

Monthly Salary	Range
Cadet	\$ 2738 - 3269
Officer (Range A)	\$ 3156 - 3834
Special Assignments (Ranges B-C)	\$ 3299 - 4478

HOW TO APPLY

The CHP accepts applications continuously and notifies and tests applicants as needs warrant. Initial application must be made on the Scantron Cadet, California Highway Patrol Application Form, CHP 678. Applications must be filed utilizing the pre-addressed envelope provided with the Application Form. Applications are available and must be filed in person or by mail with the

CALIFORNIA HIGHWAY PATROL
P.O. BOX 942898
SACRAMENTO, CA 94298-0001
(916) 445-2261

QUALIFICATIONS

Physical: Age 20-31; maximum height 6'6"; weight proportionate to age & height; normal, full-color vision; good physical & mental health; sound physical condition; effective use of both hands; strength, endurance & agility.

Personal: no felony convictions; satisfactory law-abiding record; U.S. citizen; possess valid California drivers license; ability to pass a drug test. Interest in law enforcement work; willing to work in assigned area, alone, on rotating shifts covering 24-hour-a-day, 7-day-a-week operation; willingness to work under strict discipline & obey orders given by a superior; willingness to take maximum action to protect life & property in conformance with departmental policy; assertiveness & self-confidence; honesty; integrity; enthusiasm; tact; reliability; flexibility; professional demeanor; keenness of observation; personal appearance meeting departmental policy.

Technical: ability to learn rules & regulations; think clearly & logically & apply general rules to specific situations; observe & record events accurately & completely; effectively communicate with superiors & peers; analyze situations accurately, think & act quickly in emergencies, & adopt effective course of action; follow directions; write legibly, spell correctly, prepare understandable reports, & function effectively in a paramilitary setting.

CAREER LADDER

Following graduation from the academy, newly sworn officers receive a salary increase, and are assigned to the direct supervision of a Field Training Officer for a minimum "break-in" period of 45 days, and serve a 12-month probationary period at their first field assignment. Generally, these assignments are to offices in major metropolitan areas such as Los Angeles, San Diego & the San Francisco Bay Area.

Upon successful completion of probation, officers are eligible to request transfers and special assignments, normally based on seniority and/or qualifications. Most new officers spend their first 2 or 3 years on patrol before being considered for special duty assignments, such as Air Operations, Special Accident Investigator, or Motorcycle Officer, which generally require extensive experience prior to assignment.

FISH & GAME WARDENS

OES Code: 630410

DESCRIPTION

Under general supervision, performs patrol and investigative duties and may be assigned a geographic area; enforces laws relating to fish & wildlife conservation; issues citations; makes arrests; collects evidence & complete crime reports; testifies in court; investigates reported fish & game violations; assists other law enforcement agencies.

REQUIREMENTS

Education, Training and Experience

Equivalent to completion of 2 years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resources conservation, ecology, or related fields. (Students with 30 semester units of college, and 18 semester units completed in the required or related fields, will be admitted to the examination, but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.) No experience is required.

Examinations: supplemental application; oral qualifications appraisal; psychological screening (pass/fail); medical & physical performance test (pass/fail). Note: use of "hard" drugs, (e.g. heroin, cocaine, or hallucinogenic) subsequent to applicant's 18th birthday, shall be grounds for disqualification from the examination unless 10 years elapsed from date of the disclosed use of the drug. Candidates who pass these tests are ranked on hiring lists according to their test and interview scores, with those earning the highest scores being hired first to fill entry-level positions. Lists are abolished after 2 years.

Academy: Resource Academy 9, 24 weeks, 1001 hours. Napa Valley College Criminal Justice Training Center. Call (707) 253-3287 or (707) 253-3391 for information. Upon graduation from the academy, wardens are required to successfully complete a 10-week field training program.

HOW TO APPLY

A recorded message of all scheduled Department of Fish & Game examinations is available by calling (916) 653-8949. Application forms may be obtained from any State of California office or by contacting the Department of Fish & Game Selection Unit in Sacramento (916) 653-8120.

QUALIFICATIONS

Physical: sound physical condition; ability to swim; hearing adequate to perform duties of position; visual acuity corrected to 20/20; normal color vision; peripheral field of view at least 120 degrees horizontal & 100 degrees vertical.

Personal: U.S. citizen; ability to pass drug screening; possession of valid California driver license; willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to live and work throughout the State; satisfactory record as a law-abiding citizen; neat personal appearance, tact; reliability; keenness of observation; interest in and aptitude for fish & wildlife conservation and law enforcement work.

Technical: ability to gather & analyze facts; reason logically, draw valid conclusions, and make appropriate recommendations; follow instructions; communicate effectively & write clearly & concisely; establish & maintain effective working relationships with those contacted in the work; learn rules & regulations; interpret, apply, & enforce fish & game laws; read & interpret maps; analyze situations accurately, think & act quickly in emergencies, & take effective action; establish & maintain tactful & effective relations with the public; learn safety & proficiency with firearms, peace officer protective equipment, & other equipment used on the job; administer first aid treatment; ability to make minor vehicle repairs when service is not available; ability to safely operate fish and game vessels.

Computer: ability to use word processing software on personal computers.

SALARY

Monthly Salary	Ranges
Cadet	\$ 2244 - 2670
Officer (Range A)	\$ 2404 - 2878
Special Assignments (Range B)	\$ 2878 - 3467

TRAINING

Humboldt State University
Napa Valley Junior College

LAW ENFORCEMENT SUPPORT OCCUPATIONS

NON-OES REPORT: A limited study of law enforcement occupations, not subject to the same requirements as the other surveys in this report. Instead of completing questionnaires, employers submitted job descriptions including hiring requirements and wage ranges.

Law enforcement support occupations require less education and training than the occupations described on the previous pages. Numerous positions exist throughout the North Central Counties. The following summaries are examples of some of the most common positions. Employers typically provide full benefits including medical insurance, dental insurance, paid vacation, paid sick leave, retirement plans, vision insurance, and life insurance.

Correctional Aides

Salary Range	Monthly
New hires, inexperienced	\$1529 - 1789
After 3-5 years	\$1890 - 2175

Assists in the maintenance of jail security; performs a variety of technical and clerical duties of moderate difficulty. Requires high school or equivalent education plus 2 years of increasingly responsible clerical experience involving typing and/or data entry, public contact, general filing and basic record keeping. Some experience in a corrections or public safety environment is desirable.

Dispatchers

Salary Range	Monthly
New hires, inexperienced	\$1430 - 1967
After 3-5 years	\$1682 - 2390

Performs a variety of difficult work involving 24-hour-a-day, 7-day-a-week public safety emergency dispatch service involving all 911 communications. Requires high school or equivalent education plus one year experience performing public safety dispatch duties or operation of radio communications equipment or public contact work involving receiving and referring information.

Evidence Technicians

Salary Range, monthly
New hires, experienced \$1698
After 3-5 years \$2071

Perform technical duties relative to collection, protection, processing & disposition of evidence; assist sworn staff in the collection, preservation & storage of evidence. Requires high school or equivalent education supplemented by additional training in evidence collection methods plus 3 years of increasingly responsible experience in law enforcement, preferably dealing with evidence and property.

Store Detectives

Salary Range	Monthly
New hires, inexperienced	\$1213 - 1386
New hires, experienced	\$1213 - 1733
After 3-5 years	\$1421 - 2080

Protects property, merchandise, and money of a store or similar establishment by detecting theft, shoplifting, or other unlawful practices by the public or employees. Requires high school or equivalent education or college course work in Police Science plus 1-2 years related experience, such as military training or security related work.

Work Crew Supervisors

Salary Range	Monthly
New hires, inexperienced	\$1500
After 3-5 years	\$1826

Provides supervision and direction to adult probationers enrolled in Adult Work Program. Requires high school or equivalent education and one year of general experience in law enforcement, probation, support activities, or a related field. Additional specialized training in law enforcement, criminal justice or related field is desirable.

MAINTENANCE REPAIRERS - GENERAL UTILITY

OES Code: 851320

16 Firms Responding
71 Jobs Represented

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES & BENEFITS

Union Wages - Hourly	Range	Median
New Hires, experienced	\$ 7.00 -13.25-	\$11.00
Experienced, 3 yrs with firm	\$ 7.00 -16.50	\$13.00

Non Union Wages - Hourly	Range	Median
New Hires, no experience	\$ 5.00 - 7.20	\$ 6.10
New Hires, experienced	\$ 8.00 -10.00	\$10.00
Experienced, 3 yrs with firm	\$ 9.75 -13.75	\$12.00

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer paid vacation, medical insurance, dental insurance, paid sick leave and life insurance to full-time employees, and many also offer retirement plans and vision insurance. Other benefits mentioned were 401K plans. Some employers offer paid vacation, paid sick leave and retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants not difficult

Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Very Large (more than 360 workers)

EMPLOYMENT TRENDS

Much faster than average growth (1.6% annually).

REQUIREMENTS

Education, Training and Experience

Employers report most recent hires have high school or equivalent education. Most employers always require 2-4 years experience in a related occupation but will sometimes consider specialized training as a substitute for work experience.

Important Qualifications for Job Entry

Technical: working knowledge of materials, tools & methods used in general building repair & maintenance; skill in safe use of hand and/or power tools; basic math skills; ability to read and follow instructions; ability to perform routine carpentry, roofing, plumbing, electrical, painting & mechanical repair work; problem solving skills; record keeping skills; ability to do cement work; ability to read blueprints; knowledge of basic & intermediate electronics; ability to install and repair heating and air conditioning systems; welding, electrical wiring, locksmithing, fabricating.

Computer: Programmable Logic Computer (PLC) skills, preferably programming ability.

Personal: ability to write legibly; communication and interpersonal skills.

Physical: ability to walk or stand two or more hours at a time; ability to lift 50 lbs.; ability to move office furniture.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

MAINTENANCE REPAIRERS - GENERAL UTILITY

OTHER INFORMATION

Common Job Titles

Maintenance Manager, Building & Grounds Maintenance I & II, Maintenance Journeyman, Building & Grounds Worker, Building Maintenance Worker.

New/Emerging Skills

Programmable Logic Computers.

Career Ladder

Advancement into the occupation from helper status or more limited job description is possible. Further advancement might occur in the form of salary increases, or possibly to supervisor if firm employs other maintenance staff. Most employers promote to Building & Grounds Worker II, III & Supervisor; Shop Foreman; Assistant Director Maintenance Operations & Transportation; and Maintenance Supervisor.

Hours

Most positions are full-time, average 41 hours/week
Some seasonal positions, average 40 hours/week

Major Employing Industries

May be found in any industry if firm maintains a physical base of operations, e.g. a school, plant, store, office, etc.

Dictionary of Occupational Titles Codes

638.281-014 Maintenance Mechanics

California Occupational Guides

136 Maintenance Mechanics (Machinery)

Occupational Outlook Handbook

General Maintenance Mechanics, pg 358

NURSE AIDES

OES Code: 660080

15 Firms Responding
364 Jobs Represented

DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.50 - 7.50	\$ 6.00
New Hires, experienced	\$ 6.00 - 8.00	\$ 6.50
Experienced, 3 yrs with firm	\$ 7.00 - 10.00	\$ 7.51

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits: Most employers offer medical insurance, paid sick leave, paid vacation, dental insurance, retirement plans and life insurance to full-time employees; many also offer vision insurance. Most employers offer medical insurance, paid sick leave and paid vacation to part-time employees; many also offer dental insurance and retirement plans, and some also offer life insurance and vision insurance. Some employers also offer disability insurance and 401-K plans, and some offer per diem allowance in lieu of benefits.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants very difficult
Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Very Large (more than 360 workers)

EMPLOYMENT TRENDS

Faster than average growth (1.4% annually).

REQUIREMENTS

Education, Training and Experience

Nurse aides who work in convalescent hospitals in California must be certificated by the Department of Health Services. (This requirement does not apply to acute care hospitals.) Certificates require 50 hours of nursing theory classroom training and 100 hours of supervised clinical practice in a State licensed long-term care facility.

Employers report most recent hires have high school or equivalent education. Most employers sometimes require 6 months experience in a related job, but will always accept training as a substitute. Many employers require a Certified Nurses Assistant and Basic Life Skills certificate.

Important Qualifications for Job Entry

Technical: possession of first aid certificate; ability to perform CPR; patient care skills; ability to read and follow instructions; ability to understand medical charts; record keeping skills; public contact skills; ability to apply transferring techniques moving patients.

Computer: some employers require basic keyboarding skills.

Personal: oral communication skills; good work and attendance habits; organizational skills; ability to get along with others; ability to handle crisis situations; ability to work independently; willingness to work with close supervision; ability to write legibly;

Physical: ability to lift 50 lbs.; physical strength to lift patients; ability to stand continuously for two or more hours.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

NURSE AIDES

OTHER INFORMATION

Common Job Titles

Certified Nurse's Aide, Nurse Aide, Residential Care Aide.

Career Ladder

This occupation is the entry-level for a nursing career. Advancement without additional formal training is limited. Experience as an aide can help individuals decide whether to pursue a career in the health care field.

Hours

Most positions are full-time, average 40 hours/week
Some part-time positions, average 24 hours/week
Few temporary/on-call, average 18 hours/week

Major Employing Industries

Skilled Nursing Care Facilities (SIC 8051), Intermediate Care Facilities (SIC 8052), General Medical & Surgical Hospitals (SIC 8062), Psychiatric Hospitals (SIC 8063), Individual & Family Social Services (SIC 8322), Residential Care (SIC 8361)

Dictionary of Occupational Titles Codes

355.674-014 Nurse Assistant

California Occupational Guides

#442 Nurse Aides/Nursing Assistants

Occupational Outlook Handbook

Nursing Aides & Psychiatric Aides, pg 316

NURSERY WORKERS

OES Code: 790050

16 Firms Responding
257 Jobs Represented

DESCRIPTION

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering.

EMPLOYMENT TRENDS

Remain stable - no growth (0% annually).

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 4.25 - 5.50	\$ 4.75
New Hires, experienced	\$ 4.25 - 6.00	\$ 5.28
Experienced, 3 yrs with firm	\$ 5.75 - 9.00	\$ 7.10

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Some responding employers offer medical insurance and paid vacation to full-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants not difficult

Inexperienced Applicants not difficult

SIZE OF OCCUPATION

Large (166-360 workers).

NOTE: Survey results indicate this occupation is much larger than indicated in EDD's 1992-1999 occupation projection tables.

REQUIREMENTS

Education, Training and Experience

Responding employers report most recent hires have a high school or equivalent education and some have completed college-level courses but not a degree. Previous work experience is not usually required. Vocational training or knowledge of the identification and care of plants is always an acceptable substitute for work experience.

Important Qualifications for Job Entry

Technical: Plant identification including herbs and perennials; knowledge of horticulture; pruning skills; knowledge of use and care of gardening tools; oral communication skills; ability to read and follow instructions; written communication skills; basic math skills.

Personal: Positive attitude; ability to work with close supervision; ability to work independently.

Physical: Ability to stand continuously for two or more hours; ability to lift at least 50 lbs.

NURSERY WORKERS

OTHER INFORMATION

Common Job Titles

Order Puller; Transplanter; Propagator; Laborer; Nursery Helper.

Career Ladder

This position is usually considered entry level. Promotion usually takes the form of accepting additional responsibility for more pay or moving to positions requiring leadership or supervision of other workers.

Hours

Most positions are full-time, average 40 hrs/wk
Many full-time seasonal positions, avg. 34 hrs/wk
Some part-time positions, average 25 hrs/wk

Major Employing Industries

Horticultural Specialties: Ornamental Floriculture (SIC 0181), Food Crops Grown Under Cover (SIC 0182), Fruits & Tree Nuts, Not Elsewhere Classified (SIC 0179), Flowers, Nursery Stock, and Florists' Supplies (SIC 5193), Retail Nurseries, Lawn & Garden Supply Stores (SIC 5261), Florists (SIC 5992).

Local Considerations

This occupation is commonly found throughout all five counties, but is most plentiful at nurseries in Sutter County.

Dictionary of Occupational Titles Codes

405.683-010 Farmworker, Bulbs
405.684-014 Horticultural Worker I
405.687-010 Flower Picker
405.687-014 Horticultural Worker II
408.364-010 Plant Care Worker
408.687-018 Tree Surgeon Helper II

California Occupational Guides

#520 Nursery Workers
#396 Horticulturists

Occupational Outlook Handbook

Nursery Workers, pg 472

PAYROLL & TIMEKEEPING CLERKS

OES Code: 553410

19 Firms Responding
185 Jobs Represented

DESCRIPTION

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and work tickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 6.25 -11.00	\$ 9.00
New Hires, experienced	\$ 7.50 -13.25	\$ 9.89
Experienced, 3 yrs with firm	\$ 8.25 -15.00	\$11.51

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most responding employers offer paid vacation, medical insurance, paid sick leave, dental insurance, life insurance, vision insurance and retirement plans to full-time employees. Some employers offer paid sick leave, paid vacation and retirement plans to part-time employees in this occupation.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants a little difficult
Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Large (166-360 workers)

NOTE: Survey results indicate this occupation is much larger than indicated in EDD's 1992-1999 occupation projection tables.

EMPLOYMENT TRENDS

Remain stable - no growth (0% annually).

REQUIREMENTS

Education, Training and Experience

Employers report some recent hires have high school or equivalent education, some have completed college-level classes but not a degree, and some have an associate degree. Most employers always require 12-36 months experience in clerical bookkeeping or accounting occupations, but will sometimes consider training as a substitute. Some employers require 12-24 months of related vocational training.

Important Qualifications for Job Entry

Technical: Knowledge of principles, practices and procedures of bookkeeping, accounting and auditing, including financial record keeping and reporting procedures, maintaining control of records and preparing financial statements; awareness of operating procedures and policies of employer; knowledge of governmental accounting, budgeting, payroll reporting and related laws, ordinances, rules, regulations, policies and procedures; ability to prepare and maintain accurate reports and records; ability to make accurate numerical calculations; ability to work without direct supervision; knowledge of modern office procedures, methods and computer equipment and software; business letter writing skills; ability to perform a full range of duties as assigned including typing complex documents and preparing routine financial statements; 10-key skills by touch; effective written and oral communication skills; type 50 wpm.

Computer: Knowledge of electronic data processing techniques; data entry skills; knowledge of spreadsheet software.

Personal: Honesty; dependability; detail oriented; adaptability; time management and organizational skills; willingness to work independently;

Physical: ability to sit for two or more hours at a time.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

PAYROLL & TIMEKEEPING CLERKS

OTHER INFORMATION

Common Job Titles

Account Technician/Payroll; Accountant; Account Clerk;. Accounting Clerk II; Accounting Specialist; Accounting Technician; Clerk Cashier; Fiscal Assistant; Office Assistant III; Payroll Clerk; Payroll/Accounting Technician; Payroll Technician; Senior Accounting Clerk; Senior Clerical Assistant.

New/Emerging Skills

More use of computer programs; extensive database reporting; adaptability to changing labor laws and complex payroll reporting system.

Skills Becoming Obsolete

Paper filing.

Career Ladder

Other records clerk positions may precede this occupation, or it may be an entry-level position following vocational training and related work experience. Workers may advance by taking on more duties in the same occupation with higher pay or by promotion to closely related occupations within a set plan of advancement. Most employers promote from this position to supervisory or managerial positions with increased responsibility.

Hours

Most positions are full-time, 40 hours/week
Some part-time and temporary positions, average 10-25 hours/week

Major Employing Industries

Found in a wide variety of industries.

Dictionary of Occupational Titles Codes

215.362-022 Timekeeping Clerk
215.382-014 Payroll Clerk

California Occupational Guides

#26 Bookkeeping, Accounting & Auditing Clerks

Occupational Outlook Handbook

Payroll and Timekeeping Clerks, pg 286

PURCHASING AGENTS & BUYERS - FARM PRODUCTS

OES Code: 213050

15 Firms Responding
33 Jobs Represented

DESCRIPTION

Farm Products Purchasing Agents and Buyers purchase farm products either for further processing or resale. Includes occupations such as Christmas Tree Contractors, Grain Brokers and Market Operators, Grain Buyers, Tobacco Buyers, and Clean Rice Brokers.

EMPLOYMENT TRENDS

Much faster than average (7.2% growth annually)

REQUIREMENTS

Education, Training and Experience

Most recent hires have a bachelor's degree. Most employers usually require 3-4 years experience in a related job, but some are willing to consider a 6-month agriculture-related internship plus a college degree as a substitute for part of the experience. Most employers require a B.S. degree in an agricultural major, and some require at least 12-24 months college course work.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 8.00 - 12.50	\$10.25
New Hires, experienced	\$10.00 24.00	\$14.50
Experienced, 3 yrs with firm	\$12.00 - 25.00	\$17.25

Some firms also pay commissions.

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer medical insurance, paid vacation, dental insurance, paid sick leave, life insurance, retirement plans, and vision insurance to full-time employees. Other benefits mentioned include 401K plans and stock option.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants a little difficult
Inexperienced Applicants somewhat difficult

SIZE OF OCCUPATION

Small (Less than 85 workers)

Important Qualifications for Job Entry

Technical: knowledge of agricultural business industry and products; knowledge of crop management; knowledge of pesticides, application procedures and government regulations; sales and marketing skills; negotiation skills; oral communication skills; writing skills; management skills; business math skills; specific product knowledge; ability to conduct inspections; ability to judge product quality by standards; ability to assess and analyze market conditions; understanding of commodities trading; ability to process orders for products or services; understanding of contract law.
Computer: ability to use database, spreadsheet and word processing programs.

Personal: interpersonal skills; integrity; public contact skills; willingness to travel; possession of a valid driver's license; ability to drive; ability to maintain good customer relations; ability to work independently.

Physical: good vision & hearing; ability to use hands and fingers; ability to walk or stand for prolonged periods; ability to sit for prolonged periods; ability to push or pull arm or leg controls; ability to repeatedly push or pull materials of negligible weight.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

PURCHASING AGENTS & BUYERS - FARM PRODUCTS

OTHER INFORMATION

Common Job Titles

Agricultural Manager, Buyer, Commodity Buyer, Director of Field Services, Field Man, Field Representative, Mill Manager, Paddy Rice Buyer, Purchasing Agent, Sourcing Agent.

New/Emerging Skills

Chemical analysis; food technology; accounting skills; advanced computer skills; ability to utilize electronic communication, computerized inventory tracking, and electronic data transfer; use of laptop computers in the field; cellular telephones.

Skills Becoming Obsolete

Posting data on paper; sending inventories in the mail; sharpening pencils.

Career Ladder

Other general office clerical positions may precede this occupation, or it may be an entry level position. Most employers promote from this occupation to technical, supervisory or managerial positions.

Hours

Most positions are full-time, average 41 hours/week
Some seasonal positions, average 47 hours/week

Major Employing Industries

Crop Harvesting, primarily by machine (SIC 0723), Canned Fruits/Vegetables (SIC 2033), Pickled Fruits/Vegetables, Sauces/Salad Dressings (SIC 2035), Rice Milling (SIC 2044), Beet Sugar (SIC 2063), Farm & Garden Machinery/Equipment (SIC 5083), Groceries/Related Products (SIC 5149), Grain & Field Beans (SIC 5153), Farm-Product Raw Materials (SIC 5159), Meat & Fish Markets (SIC 5421), Fruit & Vegetable Markets (SIC 5431).

Dictionary of Occupational Titles Codes

162.167-010 Buyer, Grain

162.117-022 Field Contractor

162.117-026 Field-Contact Technician

Occupational Outlook Handbook

Purchasers & Buyers, pg 69

California Occupational Guides

none

RECEPTIONISTS & INFORMATION CLERKS

OES Code: 553050

16 Firms Responding
133 Jobs Represented

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.50 - 9.50	\$ 7.19
New Hires, experienced	\$ 6.00 - 10.00	\$ 7.67
Experienced, 3 yrs with firm	\$ 7.00 - 11.00	\$ 8.91

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most responding employers offer medical insurance, paid vacation, paid sick leave, dental insurance, retirement plans, and vision insurance to full-time employees. Most offer paid vacation and paid sick leave to part-time employees, many also offer retirement plans, and some also offer medical insurance, dental insurance and vision insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants a little difficult
Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Very Large (more than 360 workers)

EMPLOYMENT TRENDS

Faster than average growth (1.0% annually).

REQUIREMENTS

Education, Training and Experience

Employers report most recent hires have high school or equivalent education and some have completed college-level classes but not a degree. Most employers usually require 6-12 months experience in a clerical or front office occupation, but will sometimes consider related training as a substitute for experience.

Important Qualifications for Job Entry

Technical: advanced verbal communication skills; knowledge of proper usage of English language, including spelling, grammar and punctuation; public relations and customer service skills; interpersonal skills; ability to operate multi-positioned phone system; telephone answering and delivery of information; appointment scheduling; problem solving; knowledge of local resources; ability to learn and correctly interpret and apply policies and procedures; operate standard office machines; ability to perform general clerical work including maintaining files and compiling information for reports; knowledge of business letter writing and basic report preparation; typing and entering computer data at a speed necessary for successful job performance.

Computer: basic computer knowledge; word processing and data entry skills.

Personal: regular, punctual attendance habits; dependability; professional demeanor; meet employer standards of grooming/personal hygiene; adaptability; time management- ability to organize and prioritize tasks; willingness to learn new skills and work independently; ability to write legibly.

Physical: ability to sit for two or more hours at a time.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

RECEPTIONISTS & INFORMATION CLERKS

OTHER INFORMATION

Common Job Titles

Clerical Assistant; Information and Referral Specialist; Office Assistant; Office Secretary; Receptionist; Receptionist/Administrative Assistant; Receptionist/Secretary.

New/Emerging Skills

Intermediate to advanced computer skills; knowledge of word processing, spreadsheet, database, scheduling and e-mail programs and accessing Internet resources; problem solving; ability to operate complex office equipment, e.g. modern printers and photocopiers.

Skills Becoming Obsolete

Using a typewriter.

Career Ladder

This occupation is generally considered entry-level. Most employers promote from this position to higher levels requiring advanced skills and knowledge.

Hours

Most positions are full-time, 40 hrs/wk
Some temporary positions, avg. 24 hrs/wk
Some part-time positions, avg. 12 hrs/wk

Major Employing Industries

Found in a wide variety of industries.

Dictionary of Occupational Titles Codes

237.367-010 Appointment Clerk
237.367-022 Information Clerk
237.367-038 Receptionist

California Occupational Guides

21, Receptionists & Information Clerks

Occupational Outlook Handbook

Receptionists, pg. 268
Information Clerks, pg. 265

REGISTERED NURSES

OES Code: 325020

16 Firms Responding
463 Jobs Represented

DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

WAGES & BENEFITS

Union Wages - Hourly	Range	Median
New Hires, no experience	\$14.25 -14.25	\$14.28
New Hires, experienced	\$10.97 -18.08	\$14.06
Experienced, 3 yrs with firm	\$13.25 -26.00	\$15.07

Non-Union Wages - Hourly	Range	Median
New Hires, experienced	\$14.00 -19.00	\$16.75
Experienced, 3 yrs with firm	\$17.00 -25.00	\$18.64

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer medical insurance, paid sick leave, dental insurance, paid vacation, retirement plans, life insurance and vision insurance to full-time employees. Most offer medical insurance, dental insurance, paid sick leave and paid vacation to part-time employees; and many also offer life insurance, vision insurance and retirement plans.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants somewhat difficult
Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Very Large (more than 360 workers)

EMPLOYMENT TRENDS

Much faster than average growth (2.1% annually).

REQUIREMENTS

Education, Training and Experience

Registered nurses in California must be licensed by the State Board of Registered Nursing. There are two types of training programs: 2 year community college programs (ADN) and 4 year bachelor degree programs (BSN). Some programs allow licensed vocational nurses (LVNs) to "upgrade" to registered nurses (RNs) by granting credit for their LVN training and experience. Medical corpspersons may also apply their training and experience to RN requirements. When training is completed, applicants must pass the National Council of State Boards Examination for Registered Nurses.

Employers report most recent hires have a B.S. degree in Nursing. Most employers always require a California R.N. license or interim permit and Basic Life Skills (BLS) certification, plus 6-36 months related work experience. All training programs include some clinical experience.

Important Qualifications for Job Entry

Technical: knowledge of principles, practices and skilled techniques of nursing; ability to evaluate and assess need for medical care; knowledge of hospital pharmacology and intravenous therapy; oral and written communication skills; ability to read and follow instructions; English grammar and spelling skills; basic math skills; record keeping skills; customer service skills; ability to use independent judgment; ability to plan and coordinate activities; ability to learn basic unit and equipment operations.

Computer: Basic keyboarding and computer skills; some firms require use of database, spreadsheet and word processing programs.

Personal: time management skills; ability to work as part of a team, work independently, or work under close supervision; ability to work under pressure; ability to handle crisis situations; ability to pay attention to detail; ability to write legibly; ability to perform routine, repetitive work.

Physical: ability to stand and walk for prolonged periods; ability to lift and transport patients and medical equipment; ability to bend, stoop, twist and reach overhead.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

REGISTERED NURSES

OTHER INFORMATION

Common Job Titles: Cardiac Rehab Nurse, Emergency Room Nurse, Staff Nurse.

New/Emerging Skills : quality assurance, Title 22, continuing education in cardiac field.

Career Ladder: Experience and good performance can lead to promotion to increasingly more responsible positions. Most responding employers promote to supervisory or managerial positions including Charge Nurse, Nursing Supervisor or Nursing Director. R.N.s who pursue additional education may advance within patient care to clinical nurse specialist, nurse practitioner, certified nurse-midwife, or nurse anesthetist.

Hours

Most positions are full-time, average 40 hours/week
Some part-time positions, average 23 hours/week
Some temporary/on-call positions, avg. 19 hrs/wk

Major Employing Industries

Offices & Clinics of Doctors of Medicine (SIC 8011), Skilled Nursing Facilities (SIC 8051), General Medical & Surgical Hospitals (SIC 8062), Elementary & Secondary Schools (SIC 8211), Individual & Family Social Services (SIC 8322), Residential Care (SIC 8361), Local Government (SIC 9030)

Dictionary of Occupational Titles Codes

075.264-010 Nurse Practitioner
075.264-014 Nurse Midwife
075.364-010 Nurse, General Duty

California Occupational Guides

#29 Registered Nurses and Nurse Practitioners

Occupational Outlook Handbook

Registered Nurses, pg 174

SALESPERSONS - PARTS

OES Code: 490140

16 Firms Responding
126 Jobs Represented

DESCRIPTION

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$4.75 - 7.00	\$6.00
New Hires, experienced	\$6.00 - 8.00	\$7.00
Experienced, 3 yrs with firm	\$7.00 - 13.00	\$9.00

Union firms tend to pay considerably higher than non-union firms.

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer medical insurance, paid vacation, dental insurance, life insurance, retirement plans and paid sick leave, and many also offer vision insurance to full-time employees. Other benefits mentioned include 401K plans and profit sharing.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants somewhat difficult
Inexperienced Applicants a little difficult

SIZE OF OCCUPATION

Large (166 - 360 workers)

EMPLOYMENT TRENDS

Faster than average (1.2% growth annually)

REQUIREMENTS

Education, Training and Experience

Most recent hires have high school or equivalent education. Most employers usually require 6-24 months related sales experience, but are sometimes willing to accept knowledge of mechanical repair as a substitute for part of the experience. Industry-specific knowledge is usually learned on-the-job.

Important Qualifications for Job Entry

Technical: knowledge of automotive or tractor repair; communication skills; customer service skills; ability to apply sales techniques; cash handling skills; ability to operate a computerized cash register; knowledge of inventory techniques; good command of English language, including spelling & grammar; ability to read and follow instructions; ability to look up information in catalogs and manuals; telephone answering skills; ability to operate forklift; basic math skills.

Computer: keyboarding skills; ability to use a computer terminal; ability to learn database programs for looking up information and updating inventory.

Personal: organizational skills; interpersonal skills; possession of mechanical aptitude; good memory; honesty; ability to write legibly; ability to work independently; willingness to work with close supervision; ability to meet employer grooming and appearance standards; ability to understand English spoken with foreign accents.

Physical: ability to stand continuously 2 or more hours; vision, hearing and speech adequate to perform job; use of hands and fingers adequate to perform job; ability to reach, crouch and stoop.

Also mentioned was bi-lingual ability (English & Spanish, Punjabi or other).

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

SALESPERSONS - PARTS

OTHER INFORMATION

Common Job Titles

Counterman, Parts Counterperson, Parts/Service Coordinator.

New/Emerging Skills

Increased used of computers; understanding of new cars; bi-lingual communication skills.

Skills Becoming Obsolete

Use of microfiche.

Career Ladder

Most employers promote from this occupation to supervisory or managerial positions.

Hours

Most positions are full-time, average 40 hours/week
Few part-time positions, average 30 hours/week

Major Employing Industries

Motor Vehicle Supplies/New Parts (SIC 5013),
Farm & Garden Machinery/Equipment (SIC 5083),
Industrial Machinery/Equipment (SIC 5084), Auto
& Home Supplies (SIC 5531), Recreational Vehicle
Dealers (SIC 5561)

Dictionary of Occupational Titles Codes

279.357-062 Salesperson, Parts

California Occupational Guides

#237 Automobile Parts Counter Workers

Occupational Outlook Handbook

none

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OES Code: 490112

16 Firms Responding
674 Jobs Represented

DESCRIPTION

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 4.25 - 6.00	\$ 5.00
New Hires, experienced	\$ 4.25 6.50	\$ 5.50
Experienced, 3 yrs with firm	\$ 4.75- 8.00	\$ 6.25

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer paid vacation to full-time employees, many also offer medical insurance, dental insurance, paid sick leave, vision insurance and retirement plans, and some also offer life insurance. Other benefits mentioned include short-term disability, profit sharing and employee discounts on merchandise. Some employers offer medical insurance, dental insurance, vision insurance, paid sick leave, paid vacation and retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants a little difficult
Inexperienced Applicants not difficult

SIZE OF OCCUPATION

Very Large (more than 360 workers)

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

EMPLOYMENT TRENDS

Much faster than average growth (3.5% annually)

REQUIREMENTS

Education, Training and Experience

Most recent hires have high school or equivalent education. Most employers sometimes require 6 months experience in a related job, but will always consider related training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: ability to read and follow instructions; ability to apply sales techniques' communication skills; good command of English language including spelling and grammar; product knowledge; cashiering skills; understanding of knowledge; cashiering skills; understanding of inventory techniques; ability to operate a cash register; ability to write effectively; ability to perform basic mathematical calculations.

Personal: good grooming skills; ability to speak clearly and talk to customers; ability to meet employer standard of dress and appearance, problem solving skills; ability to work under pressure; ability to handle crisis situations; attention to detail; willingness to work with close supervision; ability to work as part of a team; ability to work independently; customer service skills; ability to write legibly.

Physical: ability to stand continuously for 2 or more hours; ability to lift at least 50 lbs. Repeatedly.

New/Emerging Skills: electronic scanners, electronic cash registers, computerized pricing, scanning tickets.

Skills Becoming Obsolete: figuring change, calculating discounts.

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North Central Counties

STOCK CLERKS - SALES FLOOR

OES Code: 490210

17 Firms Responding
208 Jobs Represented

DESCRIPTION

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

WAGES & BENEFITS

Non-Union Wages	Range	Median
New Hires, no experience	\$ 4.75 - 7.00	\$ 5.00
New Hires, experienced	\$ 4.75 8.25	\$ 5.25
Experienced, 3 yrs with firm	\$ 5.25 - 9.50	\$ 6.75

Very wide wage ranges reflect differences among industries. Retail trade industries, except large grocery firms, pay in the lower ranges.

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 8.75 - 8.75	\$ 8.75
New Hires, experienced	\$ 8.75 9.00	\$ 9.00
Experienced, 3 yrs with firm	\$12.75 -13.00	\$12.75

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer paid vacation, medical insurance, paid sick leave, and retirement plans to full-time employees, and many also offer dental insurance and life insurance, and some also offer vision insurance. Some employers offer paid vacation and sick leave to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants not difficult
Inexperienced Applicants not difficult

SIZE OF OCCUPATION

Very Large (more than 360 workers)

EMPLOYMENT TRENDS

Much faster than average growth (2.2% annually)

REQUIREMENTS

Education, Training and Experience

Most recent hires have high school or equivalent education and some have completed college-level classes but no degree. Many employers sometimes require 6-12 months experience in a related occupation, but will usually consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: ability to read and follow instructions; customer relations skills; oral communication skills; ability to use a cash register; basic math skills; record keeping skills; cash handling skills; understanding of inventory techniques;

Computer: basic keyboarding skills; computer familiar.

Personal: ability to learn new tasks quickly; ability to follow instructions; ability to accomplish tasks with little or no supervision; ability to write legibly; dependability; bondable; ability to work under close supervision.

Physical: ability to lift 50 lbs. repeatedly; ability to stand and walk continuously for two or more hours.

New/Emerging Skills: computer pricing; bar codes; ability to do different jobs; "job sharing".

Skills Becoming Obsolete: price tagging individual items; math skills to calculate change.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

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North Central Counties

STOCK CLERKS - SALES FLOOR

OTHER INFORMATION

Common Job Titles

Customer Service Associate, Floor Clerk, Grocery Clerk, Receiving Clerk, Sales Clerk, Service Clerk/Cashier, Stock Clerk, Stocker, Stock Pool Worker.

Career Ladder

Most employers primarily promote to Stock Clerk from positions of less responsibility within the firm. Stock Clerks may work up to higher-level positions such as Management Trainee, Supervisor, Department or Floor Manager, and Service Desk Supervisor.

Hours

Most positions are full-time, average 40 hours/week
Many part-time positions, average 21 hours/week

Major Employing Industries

Found across a wide range of industries including Wholesale Farm Supplies (SIC 5191), Lumber & Building Materials Dealers (SIC 5211), Paint Stores (SIC 5231), Hardware Stores (SIC 5251), Department Stores (SIC 5311), General Merchandise Stores (SIC 5399), Grocery Stores (SIC 5411), Drug Stores (SIC 5912), Sporting Goods Stores & Bicycle Shops (SIC 5941), Stationery Stores (SIC 5943).

California Occupational Guides

none

Occupational Outlook Handbook

Stock Clerks, pg 275

Dictionary of Occupational Titles Codes

299.677-014 Sales Attendant, Building Materials
299.367-014 Stock Clerk

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OTHER INFORMATION

Common Job Titles

Customer Service Associate, Retail Sales Clerk,
Sales Associate, Salesperson.

Career Ladder

In some establishments, advancement opportunities are limited because one person, often the owner, does most of the managerial work. In others, some sales workers are promoted to assistant managers. Most employers promote to lead worker or supervisory positions.

Hours

Many positions are part-time, average 25 hrs/week
Some full-time positions, average 40 hours/week
Some seasonal positions, average 30 hours/week

Major Employing Industries

Retail Stores: Building Materials/Hardware/Garden Supply (SIC 5211) Paint/Glass/Wallpaper (SIC 5231), Hardware (SIC 5251), Retail Nurseries/Lawn/Garden Supplies (SIC 5261), Mobile Home Dealers (SIC 5271), General Merchandise (SIC 5311 - 5399), Auto & Home Supplies (SIC 5531), Apparel & Accessories (SIC 5611 - 5699), Home Furniture (SIC 5712 - 5736), Miscellaneous Retail (SIC 5912 - 5949).

Dictionary of Occupational Titles Codes

60. through 290. Sales

California Occupational Guides

536 Retail Salespersons

Occupational Outlook Handbook

Retail Sales Workers, pg. 245

TRAFFIC, SHIPPING & RECEIVING CLERKS

OES Code: 580280

15 Firms Responding
79 Jobs Represented

DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

SIZE OF OCCUPATION

Very Large (more than 360 workers)

EMPLOYMENT TRENDS

Faster than average (1.4% annually)

REQUIREMENTS

WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 5.50 - 9.00	\$ 7.25
New Hires, experienced	\$ 5.50 11.50	\$ 8.00
Experienced, 3 yrs with firm	\$ 8.00 - 14.00	\$10.00

Union	Hourly Wage
New Hires, no experience	\$ 8.00
New Hires, experienced	\$12.00
Experienced, 3 yrs with firm	\$18.50

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most employers offer medical insurance, paid vacation, dental insurance, paid sick leave, retirement plans, vision insurance and life insurance to full-time employees. Some offer paid sick leave, paid vacation and retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants somewhat difficult
Inexperienced Applicants a little difficult

Education, Training and Experience

Most recent hires have high school or equivalent education, and some have completed college classes but no degree. Many employers usually require 6-24 months related experience, but many will sometimes consider vocational training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: ability to read and follow instructions; writing skills; ability to follow procedures; ability to pay attention to detail; basic math skills; record keeping skills; knowledge of inventory techniques; ability to use US & private postal services; knowledge of document control procedures; knowledge of operation & maintenance of materials handling equipment, such as forklift, pallet jack & truck; possession of valid California drivers license; accurate typing skills at least 30 wpm; basic management skills; and ability to read spreadsheets.

Computer: basic keyboarding skills, data entry skills, knowledge of database and word processing programs.

Personal: oral communication skills; ability to write legibly; interpersonal skills; time management skills; honesty, dependability; willingness to work under close supervision; ability to work independently; ability to work under pressure.

Physical: ability to withstand repetitive standing, bending, lifting, pulling & pushing; ability to walk for extended periods of time; ability to lift and carry 70 lbs. using proper lifting skills; ability to operate a forklift.

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

TRAFFIC, SHIPPING & RECEIVING CLERKS

OTHER INFORMATION

Common Job Titles

Merchandise Processing Coordinator, Receiving Clerk, Shipping/Receiving Clerk, Stockroom Clerk, Warehouse Person.

Career Ladder

Most employers offer this position to other employees as an in-house promotional opportunity. Further advancement leads to supervisory or managerial positions.

Hours

Most positions are full-time, average 40 hours/week
Few part-time positions, average 20 hours/week

Major Employing Industries

Crop Preparation Services for Market (SIC 0723), Food Processing/Manufacturing (SIC 2011-2099), Wood Kitchen Cabinets (SIC 2434), Wood Products (SIC 2499), Chemical Products (SIC 2891-2899), Farm Machinery & Equipment (SIC 3523), Trucking and Courier Services (SIC 4212-4215), Warehousing & Storage (SIC 4221-4226), U.S. Postal Service (SIC 4311), and any SICs in Wholesale and Retail Trade.

California Occupational Guides

#63 Shipping & Receiving Clerks

Occupational Outlook Handbook

Traffic, Shipping & Receiving Clerks, pg 276

Dictionary of Occupational Titles Codes

222.387-050 Shipping & Receiving Clerk (clerical)

TRUCK DRIVERS -HEAVY OR TRACTOR TRAILER

OES Code: 971020

15 Firms Responding
225 Jobs Represented

DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYMENT TRENDS

Much faster than average growth (1.9% annually)

REQUIREMENTS

Education, Training and Experience

Employers report most recent hires have high school or equivalent education. Most employers always require 12-36 months previous experience as a truck driver or heavy equipment operator in a related industry, a current California commercial (Class A) driver license, a clean DMV driving record, a medical examination and/or drug testing. Many require endorsements for hauling hazardous materials or double/triple tanks. Man eading skills.

Personal: Ability to work independently; knowledge of local roads.

Physical: ability to withstand repetitive heavy lifting, climbing up and down, driving for prolonged periods of time; ability to load/unload trucks.

WAGES & BENEFITS

Hourly Wages - Union	Range	Median
New Hires, experienced	\$ 9.75 -19.50	\$14.00
Experienced, 3 yrs with firm	\$10.75 -19.50	\$17.00

Hourly Wages - Non-Union	Range	Median
New Hires, no experience	\$ 5.50 -10.00	\$ 9.00
New Hires, experienced	\$ 7.50 -13.00	\$10.50
Experienced, 3 yrs with firm	\$10.00 -16.00	\$12.50

Note: Wages were reported prior to minimum wage increase effective October 1, 1996.

Fringe Benefits

Most responding employers offer medical insurance, paid vacation, dental insurance, and retirement plans to full-time employees; many also offer paid sick leave; and some also offer life insurance and vision insurance. Some employers offer retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants a little difficult

Inexperienced Applicants somewhat difficult

SIZE OF OCCUPATION

Very Large (more than 360 workers)

KEY TERMS: MOST (more than 50%) MANY (36-50%) SOME (10-35%)

Summer/Fall 1996
North Central Counties

TRUCK DRIVERS -HEAVY OR TRACTOR TRAILER

OTHER INFORMATION

Licensing: Tractor-Trailer Truck Drivers towing over 10,000 pounds must obtain a Commercial Class A driver's license. Heavy Truck Drivers towing less than 10,000 pounds must obtain a Commercial Class B driver's license. There are four possible endorsements to these licenses: Tank, Double-Trailer Combination, Hazardous Materials, and Hazardous Material/Tank Combination. Applicants for intrastate driving must be at least 18 years old. Applicants for transporting interstate cargo must be at least 21 years old. All commercial license applicants must have a good driving record. The applicant must pass a written exam, a road driving test, and physical requirements. Each endorsement requires an additional exam. The California Department of Motor Vehicles administers these exams and issues licenses.

New/Emerging Skills: Ability to learn computer keyboarding and data entry skills.

Career Ladder: Heavy Truck Drivers may begin in Driver Helper, Warehouse Worker, Dock Loader, or other entry positions within the industry. Advancement for Heavy Truck Drivers is usually in the form of increased wages, more pleasant driving experiences, and more responsibility. Experienced Drivers who obtain knowledge of business procedures may buy their own truck and become independent contractors or establish their own business.

Hours

Most positions are full-time, average 40+ hrs/wk

Occupational Outlook Handbook

Truckdrivers, pg 455

Major Employing Industries

Local Trucking Without Storage (SIC 4212), Concrete Work (SIC 1771), Trucking, Except Local (SIC 4213), Logging (SIC 2411), Ready-Mixed Concrete (SIC 3273), Local Trucking With Storage (SIC 4214), Petroleum & Petroleum Products Wholesalers, Except Bulk Stations & Terminals (SIC 5172), Lumber & Other Building Materials Dealers (SIC 5211), and other industries in which goods, livestock, equipment or materials must be transported.

Local Considerations

North Valley employers, especially in Colusa and Glenn Counties, mainly transport agricultural goods. Lake and Yuba County trucking firms mainly transport logs and construction equipment and materials, as well as agricultural goods. Drivers in these industries may have somewhat seasonal employment that remains annually steady. Repair and reconstruction of flood-damaged levees and roads, particularly in Yuba County, is expected to temporarily increase demand for truck drivers and heavy equipment operators in the construction industry.

Dictionary of Occupational Titles Codes

905.663-014 Truck Driver, Heavy
904.383-010 Tractor-Trailer Truck Driver
903.683-018 Tank Truck Driver
904.683-010 Log Truck Driver
900.683-010 Concrete-Mixing Truck Driver

California Occupational Guides

#255 Truck Driver, Heavy
#490 Tank Truck Driver
#102 Log Truck Driver
#460 Garbage Collectors & Drivers
#483 Tow-Truck Operators
#217 Sales Route Driver

1996

DIRECTORY OF VOCATIONAL TRAINING

for the North Central Counties Consortium

COLUSA, GLENN, LAKE, SUTTER, & YUBA COUNTIES

This training directory is a product of the California Cooperative Occupational Information System and was created locally through a partnership between the North Central Counties Consortium Private Industry Council and the State of California Employment Development Department-Labor Market Information Division.

The purpose of this directory is to provide, in a single document, a listing of vocational and technical training programs in the North Central Counties Consortium and some from surrounding areas. Programs listed are those which prepare persons for entry into occupations included in the Occupational Outlook Report. Information about schools in nearby counties is provided when local training sources for a particular occupation are limited.

The Private Industry Council does not endorse or sanction the training providers listed in this directory. Schools are listed for information purposes only and neither approval nor support is implied. JTPA counselors must check the current NCCC Vendor List to identify approved training programs for participants.



The producers of this directory do not endorse or recommend any particular training providers or programs. Further, while we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information and programs change frequently. Please contact training providers directly to verify/update the information.

The 1996 North Central Counties Consortium Training Directory is organized as follows:

Training Providers **Pages 3-12**

By type of provider (e.g., Community College, ROP, Private School).

Vocational Training **Pages 13-32**

By occupation for titles included in the Occupational Outlook Report.

Training Directories for Other Counties **Pages 33-35**

Lists CCOIS sites where training directories of other counties may be ordered.

In addition to the training providers and programs included in this directory, universities in nearby counties (including California State Universities in Chico, Sonoma and Sacramento, and University of California-Davis) offer a wide variety of degree (and some certificate) programs that also prepare persons for entry into occupations. Please refer to their respective course catalogs for current information.

If you need help or assistance, or if you wish to order additional copies of this directory, please contact Donna Hodge, CCOIS Project Coordinator, (707) 262-3408.

ADULT EDUCATION

Arbuckle Adult School

Johnson Junior High School
966 Wildwood Road, Arbuckle, CA 95912
(916) 476-3261

Calif. Human Development Corp.(CHDC) Center for Employment Training (CET)

1468-G Sky Harbor Dr, Marysville, CA 95901
(916) 741-2924.

Electronic Assembler 630 hours without
English as a Second Language (ESL)/880
hours with ESL.

Farm Equipment Maintenance 720 hours
without ESL/970 hours with ESL.

Career Training & Education Center (CTEC)

256 Wilbur Avenue, Yuba City, CA 95992
(916) 822-5120

Colusa Alternative High/Adult School

817 Colus Avenue, Colusa, CA 95932
(916) 458-2232

Colusa Literacy Program

Colusa County Library
738 Market Street, Colusa, CA 95932
(916) 458-0373

Freshwater Adult School

Williams Unified School District
(Mail: P.O. Box 7)
1105 D Street, Williams, CA 95987
(916) 473-2450

Glenn Adult Program (GAP)

HRA Career Center, Orland
(contact Glenn County Office of Education)
525 West Sycamore Street, Willows, CA
95988
(916) 934-6575, ext. 14

Konocti Unified School District

3620 Pine Street (Mail: P.O. Box 6630)
Clearlake, CA 95422
(707) 994-7142, evenings 6:00-9:00 p.m.
8:00 a.m.-5:00 p.m., contact Carlé High
School (707) 994-1033

Lake County Adult Education Consortium

Hill Road Sheriff's Training Facility
4913 Helbush Drive, Lakeport, CA 95453
(707) 263-4169

Lake County Adult Literacy

(tutoring in reading and writing)
(707) 263-7633

Marysville Adult Education

1919 B Street, Marysville, CA 95901
(916) 749-6154

Northern Calif. Literacy Resource Center

420 #B East Laurel Street, Willows, CA 95988
(916) 934-9656

Orland Adult Literacy Project

704 Fourth Street, Orland, CA 95963
(916) 865-1642

Princeton High School

473 State Street, Princeton, CA 95970
(contact Glenn County Office of Education)
525 West Sycamore Street, Willows, CA
95988
(916) 934-6575, ext. 14

Willows Area Literacy Programs

420 #A East Laurel Street, Willows, CA 95988
(916) 934-7413

ENGLISH AS A SECOND LANGUAGE (ESL)

Arbuckle Adult School

Johnson Junior High
966 Wildwood Road, Arbuckle, CA 95912
(916) 476-3261

Calif. Human Development Corp. (CHDC) Center for Employment Training (CET)

1468-G Sky Harbor Dr, Marysville, CA 95901
(916) 741-2924

Career Training & Education Center (CTEC)

256 Wilbur Avenue, Yuba City, CA 95992
(916) 822-5120

Colusa Alternative High School (CAHS)

817 Colus Avenue, Colusa, CA 95932
(916) 458-2232

Freshwater Adult School

Williams Unified School District
(Mail: P.O. Box 7)
1105 D Street, Williams, CA 95987
(916) 473-2450

Glenn Adult Program (GAP)

HRA Career Center, Orland
(contact Glenn County Office of Education)
525 West Sycamore Street, Willows, CA 95988
(916) 934-6575, ext. 14

Kelseyville Adult Education

Donaldson Alternative Education
4410 Konocti Road
Kelseyville, CA 95451
phone: (707) 279-8414, fax: (707) 279-4404

Konocti Unified School District

Lower Lake Elementary School
(Mail: P.O. Box 719)
Lower Lake, CA 95457
(707) 994-5787 ext. 25

Marysville Adult Education

1919 B Street, Marysville, CA 95901
(916) 749-6154

The C.L.A.S.S.

Lampson Airport, Highland Springs Rd.
Lakeport, CA 95453
(707) 262-1606

Willows Learning Center

545 West First Avenue, Willows, CA 95988
(916) 934-3140

Yuba Community College Learning Center

7105 South Center Dr, Clearlake, CA 95422
(707) 995-7911

GENERAL EDUCATION DEVELOPMENT (GED)

Arbuckle Adult School

Johnson Junior High
966 Wildwood Road, Arbuckle, CA 95912
(916) 476-3261

Career Training & Education Center (CTEC)

256 Wilbur Avenue, Yuba City, CA 95992
(916) 822-5120

Clinton B. Nielson High School

1333 Fouts Springs Rd., (*Mail: Box 70*)
Stonyford, CA 95979
(916) 963-3416

Colusa Alternative High School (CAHS)

817 Colus Avenue, Colusa, CA 95932
(916) 458-2232

Colusa Career Training Center

345 5th Street, Suite D, Colusa, CA 95932
(916) 458-0330

Freshwater Adult School

Williams Unified School District
(Mail: P.O. Box 7)
1105 D Street, Williams, CA 95987
(916) 473-2450

Lake County Adult Education Consortium

Hill Road Sheriff's Training Facility
4913 Helbush Drive, Lakeport, CA 95453
(707) 263-4169

Marysville Adult Education

1919 B Street, Marysville, CA 95901
(916) 749-6154

Orland Human Resources Agency (HRA)

Career Center

(contact Glenn County Office of Education)
525 West Sycamore Street, Willows, CA 95988
(916) 934-6603, ext. 14

Community Colleges

Please refer to college catalogs of course listings

Butte College-Glenn County Center

119 N. Butte, Willows, CA 95988
(916) 934-2144

Mendocino College-Lake County Center

525 Main Street, Lakeport, CA 95453
(707) 263-4944

Yuba College-Main Campus

2088 North Beale Rd, Marysville, CA 95901
(916) 741-6700

Yuba College-Beale A.F.B. Center

Base Education Building, 6399 C Street
Beale AFB, CA 95903
(916) 788-0973

Yuba College-Colusa County Center

745 10th St, Colusa, CA 95932
(916) 458-4085

Yuba College-Lake County Campus

7105 South Center Drive, (Mail: P.O. Box 1690)
Clearlake, CA 95422
(707) 995-7900

PRIVATE SCHOOLS AND COLLEGES

Career Colleges of Cosmetology

- 100 Carriage Square, Yuba City, CA 95991
(916) 673-3265
- 407 D Street, Marysville, CA 95901
(916) 742-8547
Cosmetology Training

Chapman University- Yuba City Academic Center

1469 Butte House Rd, Suite F
Yuba City, CA 95993-2754
(916) 674-2758
Teacher Training: General Education,
Administration & Supervision in Education,
Pre-Elementary/Early Child Teacher Education,
Secondary Teacher Education, Teaching
English as a Second Language

Data Computer Training Center

1224 Bridge Street, Yuba City, CA 95991
(916) 674-5065
custom computer software classes

Embry-Riddle Aeronautical University

1075 Arnold Ave, Beale AFB, CA 95903-5000
(916) 788-0900
regionally accredited academic degree
programs offering associate, bachelor's &
master's degrees in Professional Aeronautics,
Management of Technical Operations, &
Masters of Aeronautical Science

Fischer Computer Systems

15312 Lakeshore Dr., Clearlake, CA 95422
(707) 994-2983
individualized computer software training

Resort Aviation

4615 Highland Springs Rd, Lakeport, CA 95453
(707) 263-1414
Aircraft Pilot & Navigator Training

School of Shiatsu and Massage

Harbin Hot Springs
P.O. Box 889, Middletown, CA 95461
(707) 987-3801
massage and bodywork certification

Select Real Estate School

409 Century Park Dr., Suite 3
Yuba City, CA 95991
(916) 671-8195
Real estate courses

Regional Occupational Programs (ROP)

Glenn County Regional Occupational Program -
A Program of the Glenn County Office of Education, 525 West
Sycamore Street, Willows, CA 95988. For information call
(916) 934-6575, ext. 14

Anyone age 16 or older is eligible to
enroll in ROP, including adults

<i>Location</i>	<i>Courses 1996-97</i>	<i>Instructor</i>
Central ROP	Health Occupations/CNA	B. Petersen
	Computerized Word Processing	M. Ansel
	Hospitality Occupations	L. Hickman
	Firefighting Occupations	TBA
Elk Creek High School	Ag Mechanics I	L. Payne
	Introduction to Forestry	R. Brown
	Ag Mechanics/Small Engines	F. Sturzen
	Careers in Ag Production	F. Sturzen
	Child Development Aide Training	C. Parker
	Desktop Publishing on Apple	J. Robinson
	Furniture & Cabinet Construction	J. Mello
	Advanced Computer Application	D. Sioux
	Computer Assisted Applications	D. Sioux
	Office Training	D. Sioux
Orland High School	Animal Science	B. Vierra
	Plant Science	A. von Bargaen
	Welding I	B. Vierra
	Welding II	B. Vierra
	Hospitality Occupations	M. Lessa
	Advanced Woodworking	J. Carroll
	Automotive Mechanics/Chassis	R. Borges
	Graphic Arts	G. Russell
	Publishing	G. Russell
	Retail Training - Beginning	M. Lessa
	Retail Training - Advanced	M. Lessa
	Office Procedures	E. Iturreria
	Ag Mechanics	A. Ferrendelli
	Ornamental Horticulture	A. Ferrendelli
Princeton High School	Office Education in Data Processing	G. Perez
	Office Education in Text Processing	G. Perez
	Ag Mechanics I	D. Bell
Willows High School	Ag Mechanics II	D. Bell
	Child Development Aide Training	P. Perry
	Nursery Skills II	S. Ansel
	Welding I	D. Bell
	Welding II	D. Bell
	Advanced Auto	D. Asbury
	Architectural Drafting, CAD	D. James
	Computer Aided Drafting	D. James
	Desktop Publishing on PC and Mac	D. James
	Mechanical Drafting, CAD	D. James
	Wood Technology & Manufacturing	R. Steinhoff
	Computer Applications I	D. Holley
	Computer Applications II	D. Holley
	Computer Repair & Maintenance	D. Hall
	Office Training	C. Ramsey

Regional Occupational Programs (ROP)

Lake County Regional Occupational Program -

A Program of the Lake County Office of
Education, 1152 So. Main Street, Lakeport, CA 95453.
For information call (707) 263-7069

Anyone age 16 or older is eligible to
enroll in ROP, including adults

<i>Location</i>	<i>Courses 1996-97</i>	<i>Instructor</i>
Clear Lake High School	Business Occupations: Office/Business Skills	Kelly Scholl
	Word Processing	Kelly Scholl
	Industrial & Technology Education: Auto Mechanics	Denny Aikin
	Industrial & Technology Education: Graphic Communications	Bob Paiva
Kelseyville High School	Horticulture	Donelle McCallister
	Agriculture: Feeding, Fitting, Showing	Donelle McCallister
	Health Careers Education: EMT I	Herb Colt
	Industrial & Technology Education: Architectural Drafting	Dave Andre
	Industrial & Technology Education: Auto Mechanics	Mike Jones
	Industrial & Technology Education: Mill Cabinet	Mike Burruss
	Industrial & Technology Education: Welding	Mike Jones
	Business Applications: Computer Operator	Stan Cerin
Lake County Office of Education	Health Careers Education: Licensed Vocational Nursing	Ruby Rose
	Health Careers Education: Certified Nursing Assistant	Terry Alexander
	Health Careers Education: Allied Health Careers	Terry Alexander
	Business Applications: Computer Applications	Robert Hillyard
Lower Lake High School	Business Occupations: Computer Applications	Greg Davis
	Home Economics-Related Occupations: Careers With Children	Lori Ferrell
	Industrial & Technology Education: Automotive Repair	Jim Bailey
	Industrial & Technology Education: Automotive Certification	
	Industrial & Technology Education: Desktop Publishing	Eugene Vance
	Industrial & Technology Education: Welding	Bill Maruna
	Industrial & Technology Education: Landscaping	Al Paulsen
Middletown High School	Agriculture: Ag. Skills	Patsy Block
	Business Occupations: Advanced Office Procedures	Wilson/Gould
	Industrial & Technology Education: Desktop Publishing	Bob Schoenherr
Upper Lake High School	Industrial & Technology Education: Architectural Drafting	Ron Raetz
	Industrial & Technology Education: Construction	Chuck Case

Regional Occupational Programs (ROP)

Tri-County Regional Occupational Program - A
Program of the Colusa, Sutter & Yuba County Offices of
Education
for General Information Call (916) 822-5180 (ext. 107)

Anyone age 16 or older is eligible to enroll in ROP, including adults

Sutter County
Superintendent of Schools
463 Second Street
Yuba City, CA 95991
(916) 822-5180

Yuba County
Superintendent of Schools
938 14th Street
Marysville, CA 95901
(916) 741-6231

Colusa County
Superintendent of Schools
146 7th Street
Colusa, CA 95932
(916) 458-0350

<i>Location</i>	<i>Courses 1996-97</i>	<i>Instructor</i>	<i>For Info</i>
Boyd Street Yuba City	Office Education Lab/JTPA Office Education Lab Early Childhood Careers	Davis Davis Hammond	822-5270
Career Training & Education Center	Accounting Principles & Practices Business Communications Medical Office Services Office Education Lab Office Education Lab Word Processing	Hughbanks Kent Mahmoudi Schroeder Hughbanks Schroeder	822-5120
Career Colleges of Cosmetology	Cosmetology Manicuring	Miles/Widmar Widmar	673-3265
Colusa High School	Computer Applications Word Processing Computer Assisted Accounting Word Processing Distributive Occs. In Training Food Technology Graphic Communications Graphic Communications Word Processing Graphic Communication	Vafis Rasmussen Barrett Barrett Cornelius Tomllinson Graham Humphers Rasmussen Humphers	458-2156
East Nicolaus High School	Food Technology Furniture & Cabinet Construction Word Processing	Lauppe Montre Andreatta	656-2255

Tri-County ROP

<i>Location</i>	<i>Courses 1996-97</i>	<i>Instructor</i>	<i>For Info</i>
Live Oak High School	Auto Technology	Clemens	695-5415
	Computer Applications	Pritchard	
	Computer Assisted Accounting	Pritchard	
	Farm Equip. & Metal Fabrication	Christianson	
	Furniture & Cabinet Construction	Viscuso	
	Word Processing	Pritchard	
Lindhurst High School	Accounting Principles & Practices	Herrington	741-6150
	Farm Management	Hill	
	Office Education Lab	Dougherty	
Marysville High School	Applied Marketing	Rippey	741-6180
	Auto Technology	Ray	
	Data Processing	Miller/Hayre	
	Dental Assisting	Hellwig	
	Early Childhood Careers	Lucas	
	Envi. LandscapingOrn. Horticul.	Westmoreland	
	Farm Management	Westmoreland	
	Food Technology	Azama	
	Furniture & Cabinet Construction	Westmoreland	
	Machinist Training	Minatre	
	Supportive MedicalServ./Health	Hellwig	
	Technical Drawing	Denyer	
Maxwell High School	Computer Assisted Accounting	Wright	438-2291
	Farm Equip. & Metal Fabrication	Ahlers	
Pierce High School	Architectural Design	Lawrence	476-2277
	Farm Equip. & Metal Fabrication	Rohde	
	Office Education Lab	Hull	
Sutter High School	Computer Applications	Stephan	741-5161
	Computer Assisted Accounting	Stephan	
	Farm Equip. & Metal Fabrication	Crabtree	
	Food Technology	Davis	
	Photography	Mason	
	Word Processing	Stephan	
Various Locations	Multiple Occups. Trng. In Dist.	Hovey	741-5120
	Multiple Occups. Trng. In Dist.	Poldervaart	741-5120
	Multiple Occups. Trng. In Dist.	Hovey/Limbach	
Wheatland High School	Agric. Construct. & Maintenance	Magill	633-3100
	Auto Technology	Chapman	
	Computer Application	Robinson	
	Farm Equip. & Metal Fabrication	Magill	
	Word Processing	Mullins	

Tri-County ROP

<i>Location</i>	<i>Courses 1996-97</i>	<i>Instructor</i>	<i>For Info</i>
Williams High School	Agriculture Equip.Opr. & Maint.	Pitter	473-5369
	Office Education Lab	Pearson	
Yuba City High School	Architectural Design	Wilson	822-5290
	Architectural Design	Wilson	
	Auto Body Repair	Glick	
	Auto Body Repair	Glick	
	Auto Diagnosis & Tune-up	Wilson	
	Auto Technology	Wilson	
	Computer Applications	Heimann	
	Computer Assisted Accounting	Heimann	
	Computer Assisted Accounting	Heimann	
	Construction Technology	Myers	
	Farm Power Mechanics	Carlson	
	Floral Design	Benefield	
	Greenhouse Skills	Benefield	
	Law Enforcement	Tracy/Cummings/ Arnold	
	Photography	Leverett	
	Photography	Leverett	
	Photography (Beginning)	Leverett	
	Welding	ROP Instructor	
	Word Processing	Dragovich	
	Word Processing	Dragovich	
Yuba City Mall	Applied Marketing	Besso	822-5120
	Applied Marketing	Williams	822-5290

Vocational Training

Accountants & Auditors

- Butte College: Business-Accounting Certificate of Achievement, 30 units; AS degree, 60 units.
- Mendocino College: Business-Accounting Certificate of Achievement, 20 units, AS degree, 60 units.
- Yuba College: Business-Accounting Certificate of Achievement, 30 units, AS degree, 62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Accounting Principles & Practices; Applied Finance. Colusa, Live Oak, Maxwell, Sutter & Yuba City High Schools-Computer Assisted Accounting.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.

Administrative Assistants

- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Avenue, Sacramento, CA 95841. (916) 339-1500.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.

Animal Health Technicians

- Yuba College: Veterinary Assistant Certificate of Completion, 20 units (Does not qualify for AHT registration); Animal Health Technician AS degree, 62 units (Graduates apply for AHT exam).
- Glenn County ROP: Orland High School-Animal Science.
- Lake County ROP: Kelseyville High School-Animal Practice.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Assemblers--Electrical & Electronic Equipment-Precision

- California Human Development Corporation (CHDC), Center for Employment Training (CET): Electronic Assembler Certificate of Achievement, 630 hours (880 with VESL). Prepares students for entry into Electronic Assembler, Materials Handler, Processor Installer, or Fabricator of Electronic Components and Equipment occupations.
- Mendocino College: Electronics and Electric Technology: Certificate of Achievement, 34 units; AS degree/Transfer Option, 60 units.
- Yuba College: Electronics Technology: Industrial Electronics Technician Certificate of Completion, 40-41 units; AS Degree, 62 units.

Assemblers & Fabricators-except machine, electronics & precision

- no local programs

Automotive Body & Related Repairers

- Yuba College: Auto: Certificate of Training-Body Repair, 13 units; Certificate of Completion-Body and Paint, 28 units.
- Tri-County ROP: Yuba City High School-Auto Body Repair.

Automotive Mechanics

- Butte College: Automotive Technology: ASE-certified courses offering General Automotive Certificate of Achievement (40 units/2-4 semesters); AS degree 60 units; and Transfer Program leading to BS degree in Transportation Services. Additional classes lead to Specialized Automotive Certificate(s): Automatic Transmission Specialist; Brake & Front-end Specialist; Engine Diagnosis & Repair Specialist; Engine Performance & Emission Controls; Air Conditioning Specialist; Electrical Specialist.

Vocational Training

Automotive Mechanics, continued

- Mendocino College: Automotive Technology: Certificate of Achievement 21 units & AS degree, 60 units prepares students for entry-level positions & advancement if already employed in this career field.
- Yuba College: Automotive Technology: ASE-certified courses offering AS degree 62 units and Transfer Program leading to BS degree. Specific classes lead to Certificate(s) of Completion or Training: Auto-Body & Paint; Auto-Tune-up/Driveability; Automotive Chassis; Master Mechanic; Small Engine Mechanics; Automotive Drive Trains; Automatic Transmission/Transaxle; Body Repair; Brakes; Electrical Systems; Engine Machining; Engine Performance; Engine Repair; Heating & Air Conditioning; Manual Drive Train & Axles; Painting & Refinishing; and Suspension & Steering.
- Glenn, Lake, & Tri-CountyROPs: Courses in automotive mechanics.
- Sequoia Institute, 420 Whitney Place, Fremont, CA 94539. (510) 490-6900.

Bakers, Bread & Pastry

- Butte College: Food Service Management: Quantity Food Preparation classes I & II; 6 units.
- Yuba College: Food Services Management: Basic Food Prep and Baking classes, 6 units.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth Street/Marysville, Marysville H.S., and Sutter H.S.-Food Technology.
- Lederwolff Culinary Academy, 3300 Stockton Blvd., Sacramento, CA 95820. (916) 456-7002.
- Culinary Institute of America at The Greystone, 2555 Main Street, St. Helena, CA 94574. (707) 967-1100.

Bakers, Bread & Pastry, continued

- Great Chefs at the Robert Mondavi Winery, 841 Latour Court, Napa, CA 94558. (707) 994-2866.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930.
- Sacramento ROP: Food Service: two semester Restaurant & Commercial Food Preparation certificate program; primary occupations Prep Cooks, Assistant Bakers, and Pastry Workers.

Billing, Cost & Rate Clerks

- Butte College: Business: Office Information Systems-Certificate of Achievement, 32 units; AS degree, 60 units.
- Mendocino College: Business Office Technology: General-Certificate of Achievement, 28.5-29.5 units; Business: Accounting-AS degree, 60 units.
- Yuba College: Business: Clerical-Certificate of Training, 17 units; Computer Applications-Certificate of Training, 15 units; Accounting AS degree, 62 units.
- Glenn, Lake & Tri-CountyROPs: Courses in accounting principles & computer assisted accounting.

Medical Billing

- New Directions Learning Center, 2143 Hurley Way, Suite 220, Sacramento, CA 95825. (916) 927-1515.
- Northern California Career College, Redding, CA (916) 241-8350.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660.

Vocational Training

Bookkeeping, Accounting & Auditing Clerks

- Butte, Mendocino, & Yuba College: Courses in Business Math, Billing, Automated accounting processes.
- Glenn, Lake & Tri-CountyROPs: Courses in Office/Business Skills, Accounting Principles & Computer Assisted Accounting.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- Humphreys College, 11344Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.
- Business & Technology Training Institute, 8401 Gerber Rd., Sacramento, CA 95828. (916) 686-7783.

Bus Drivers, School

- Training is generally provided by employers after a hiring agreement has been made. Some employers require new hires to complete CHP behind-the-wheel Bus Driver Training and pass a DMV test. For information, contact:
- Colusa County Office of Education, 146 7th Street, Colusa, CA 95932. (916) 458-0350.
- Glenn County Office of Education, 525 W. Sycamore Street, Willows, CA 95988. (916) 934-6575.
- Lake County Office of Education, 1152 So. Main Street, Lakeport, CA 95453. (707) 263-7069.
- Sutter County Superintendent of Schools, 463 Second Street, Yuba City, CA 95991. (916) 741-5180.
- Yuba County Superintendent of Schools, 938 14th Street, Marysville, CA 95901. (916) 741-6231.

Bus/Truck Mechanic & Diesel Engine Specialists

- Butte College: Diesel & Heavy Duty Mechanics Certificate of Achievement, 34 units; AS degree, 60 units.

Butchers & Meat Cutters

- Retail Meatcutters - two-year Apprenticeship program with certificate of completion.
- United Food and Commercial Workers, 2200 Professional Drive, Suite 100, Roseville, CA 95661-9826. (916) 786-0588, ext. 263

Cabinetmakers & Bench Carpenters

- Mendocino College: Course in Woodworking Skills.
- Glenn County ROP: Hamilton H.S.-Furniture & Cabinet Construction. Orland Orland H.S.-Advanced Woodworking. Willows H.S.-Wood Technology & Manufacturing.
- Lake County ROP: Kelseyville H.S.-Mill Cabinet.
- Tri-County ROP: East Nicolaus H.S., Live Oak H.S., & Marysville H.S.-Furniture & Cabinet Construction.

Carpenters

- Butte College: Construction Technology certificate, 35 units (12-15 units carpentry). AS in Construction Technology, 62 units.
- Careers in Construction, 4740 Northgate Blvd., Suite 150, Sacramento, CA 95834. (916) 923-3322.
- Carpenters Union apprenticeship programs: for information contact State of California, Department of Industrial Relations, Division of Apprenticeship Standards, 2424 Arden Way, Sacramento, CA 95825. (916) 263-2877.

Vocational Training

Cashiers

- Tri-County ROP: Eighth St./Marysville-Cashier/Checker training.

Child Care Workers

- Butte, Mendocino & Yuba College: Certificate in Early Childhood Education/Child Development, 24-28 units. AS degree, 60-62 units. Approximately 12-15 units covering principles and practices on child development and care would provide adequate training for an entry level position.
- Glenn County ROP: Hamilton H.S.-Child Development Aide Training.
- Lake County ROP: Lower Lake H.S.-Careers with Children.
- Tri-County ROP: Career Training & Education Center (CTEC) & Marysville H.S.-Early Childhood Careers.
- The College for Early Childhood Educators, 910 Howe Ave., Sacramento, CA 95825. (916) 921-2400.

(Combined) Food Preparation/Service Workers

- Butte College: Food Service Management Certificate of Achievement, 28 units; AS degree, 60 units.
- Yuba College: Food Service Management Certificate of Training, 21 units; AS degree, 62 units.
- Glenn County ROP: Orland High School-Food Service/Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth St./Marysville, Marysville H.S., & Sutter H.S.-Food Technology.

Computer Operators

- Butte, Mendocino, & Yuba College(s): Certificates in computer applications for business, office information systems, &/or computer science; 22-24 units. AS in computer applications for business, office information systems, &/or computer science; 60-62 units.
- Glenn County ROP: Hamilton H.S., Princeton H.S. & Willows H.S.-Computer Applications.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S., Middletown H.S.-Computer Applications.
- Tri-County ROP: Boyd Street/Yuba City, Career Training & Education Center (CTEC), Colusa County Career Training Center, Colusa H.S., Live Oak H.S., Lindhurst H.S., Marysville, H.S., Pierce H.S., Sutter H.S., Wheatland H.S. & Yuba City H.S.-Office Education Lab, Word Processing & Computer Applications.
- U.C. Davis Extension Program
- Local computer hardware & software retailers (see Pacific Bell Yellow Pages): Tutorials and short-term classes on computer system set-up, maintenance, & operation.

Computer Support Specialists

- Lake, Glenn & Tri-County ROP
- Butte, Mendocino & Yuba Colleges

Cooks, Institutional

- Butte College: Food Service Management certificate of achievement, 8 units; Dietary Service Supervisor career program, 18 units; School Food Service Manager career program, 15 units; AS degree, 60 units.
- Yuba College: Food Services Management certificate of training, 20 units; AS degree 62 units.
- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.
- Tri-County ROP

Vocational Training

Cooks, Restaurant

- Butte College: Food Service Management Certificate and Transfer Programs; AS degree.
- Yuba College: Food Services Management Certificate of Training, 21 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth Street/Marysville, Marysville H.S., and Sutter H.S.-Food Technology
- Lederwolff Culinary Academy, 3300 Stockton Blvd., Sacramento, CA 95820. (916) 456-7002.
- Culinary Institute of America at The Greystone, 2555 Main Street, St. Helena, CA 94574. (707) 967-1100.
- Great Chefs at the Robert Mondavi Winery, 841 Latour Court, Napa, CA 94558. (707) 994-2866.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930..
- Sacramento ROP: Food Service: two semester Restaurant & Commercial Food Preparation certificate program; primary occupations Prep Cooks, Assistant Bakers, and Pastry Workers.

Court Reporters/Shorthand Reporters

- Butte College: Business-Court Reporting program (3-4 yrs); prepares students for the Certified Shorthand Reporter's (CSR) Licensing Examination and work as a court or free-lance reporter. Court Reporting Certificate of Achievement, 67 units, Skill Equivalency course series, 30 units, AS Degree in Court Reporting, 73 units. Scope Operations/Note Reading Certificate of Achievement, 12 units, Scope Operations/Note Reading-AS degree, 60 units.

- Mendocino College: Business Office Technology-Legal Certificate of Achievement, 29 units.
- Yuba College: Business-Legal Office Skills Certificate of Completion, 29 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S. - Office Procedures; Hamilton H.S. - Office Training, Computer Assisted Application & Advanced Computer Application; Princeton H.S.-Office Education in Data & Text Processing; & Willows H.S. - Office Training & Computer Applications I & II.
- Lake County ROP: Clear Lake H.S. - Office/Business Skills & Word Processing; Lower Lake H.S. - Computer Applications; Kelseyville H.S. - Computer Operator; Middletown H.S. - Office Procedures.
- Tri-County ROP: Boyd St., Yuba City-Office Education Lab; CTEC-Business Communications, Office Education Lab; Colusa Co. CTC-Office Education Lab; Colusa H.S., Wheatland H.S., Yuba City H.S. & Live Oak H.S.-Computer Applications; East Nicolaus H.S.-Word Processing; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S.-Computer Applications & Word Processing.
- Heald Business College, 2910 Prospect Park Drive, Rancho Cordova, CA 95670. (916) 638-1616.
- Humphreys College, 11344 Coloma Road, Suite 605, Gold River, CA 95670. (916) 635-3996.

Customer Service Representatives

- no specific local training

Vocational Training

Data Processing Equipment

Repairers

- Butte College: Business: CSCI-Business Information Systems; Certificate of Achievement, 23-26 units; Microcomputer Applications Certificate of Achievement, 24-33 units; AS degree/Transfer Program, 60 units.
- Mendocino College: Electronics and Electric Technology; Occupational Option, 34 major units; Transfer Option, 22 major units; AS degree, 60 units. Computer and Information Sciences; 21 major units, AS degree, 60 units. Computer and Information Applications; 24 major units; AS degree, 60 units.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930.
- Yuba College: Electronics Technology: Industrial Electronics Technician Certificate of Achievement, 40-41 units; Electronics Technology AS degree/Transfer Program, 62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Computer Repair.
- Advanced Career Technologies Institute, 3054 Sunrise Blvd., Suite H, Rancho Cordova, CA 95742 (916) 635-3435:
- Heald Institute of Technology, 3737 Marconi Avenue, Sacramento, CA 95821. (916) 972-0999
- ITT Technical Institute, 9700 Goethe Rd., Sacramento, CA 95827. (916) 366-3900.
- National Education Center--Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Pacific Technical Institute, 1325 Howe Ave., Sacramento, CA 95826. (916) 654-8000.
- Sierra Hi-Tech, 7144 Fair Oaks Blvd., Carmichael, CA 95608. (916) 488-8208.

Dental Assistants

- Tri-County ROP: Marysville High School-Dental Assisting
- Santa Rosa JC

Dental Hygienists

- Sacramento City College, Dental Health Dept., 3835 Freeport Blvd., Sacramento, CA 95822. (916) 558-2356.
- To request a list of other California-accredited Dental Hygiene schools, contact: State of California, Department of Consumer Affairs, Committee on Dental Auxiliaries, 1428 Howe Ave., Suite 58, Sacramento, CA 95825. (916) 263-2595.

Desktop Publishing-Graphic Designers

- Butte College: Fine Arts: Graphic Design for Print-Career Program, 51 units; AA degree/Transfer Program, 60 units.
- Mendocino College: Computer Applications: Graphics/Presentation-Certificate of Achievement, 24 units.
- Yuba College: Business: Computer Applications-Certificate of Training, 15 units.
- Glenn County ROP: Hamilton Union H.S.-Desktop Publishing on Apple, Computer Assisted Application & Advanced Computer Applications; Willows H.S.-Desktop Publishing on PC & Mac, & Computer Applications I & II;
- Glenn County ROP, continued: Orland H.S.-Graphic Arts Princeton H.S.-Office Education in Data & Text Processing.
- Lake County ROP: Clear Lake H.S.-Word Processing & Graphic Communications; Lower Lake H.S.-Computer Applications & Desktop Publishing; Kelseyville H.S.-Computer Operator; Middletown H.S.-Desktop Publishing.
- Tri-County: CTEC-Word Processing; Colusa Co. CTC-Office Education Lab; Colusa H.S.-Computer Applications & Graphic Communications; Live Oak H.S.-Computer Applications; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office

Vocational Training

Education Lab; Sutter H.S. & Wheatland H.S.-Computer Applications & Word Processing; Yuba City H.S.-Computer Applications & Word Processing.

- Pacific Technical Institute, 311 Fite Circle #102, Sacramento, CA 95827. (916) 363-2500.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.

Drafters

- Butte College: Technology: Drafting & CAD Technology-Certificate of Achievement, 19 units; AS degree & Transfer Program, 60 units.
- Yuba College: Architectural Drafting-Certificate of Training, 12 units; Certificate of Completion, 27 units; AS degree, 62 units.
- Glenn County ROP: Willows H.S.-Architectural Drafting, CAD & Mechanical Drafting, CAD.
- Lake County ROP: Kelseyville H.S. & Upper Lake H.S.-Architectural Drafting.
- Tri-County ROP: Marysville H.S.-Technical Drawing; Yuba City H.S.-Architectural Design.
- ITT Technical Institute, 9700 Goethe Rd., Sacramento, CA 95827. (916) 366-3900.
- Precision Technical Institute, 5330 Power Inn Rd., Suite D, Sacramento, CA 95820. (916) 386-8466.

Electricians

- 5-year apprenticeship programs with certificates of completion: Sacramento Area Electrical JATC, 2840 El Centro Road, Suite 112, Sacramento, CA 95833 (916) 646-0454.
- Western Electrical Contractor's Association, 7500 14th Avenue, Suite 25, Sacramento, CA 95820 (916) 453-0114.
- Paxton Trade Schools, 8350 Auburn Blvd., Suite 125, Citrus Heights, CA 95610. (916) 729-2636.

Electronic Home Entertainment Equipment Repairers

- Mendocino College: Electronics & Electric Technology Certificate of Achievement, 42 units; AS degree, 60 units; Transfer Major AS degree, 63 units.
- Yuba College: Electronics Fundamentals Certificate of Training, 17 units; Advanced Electronics Technician Certificate of Completion, 33 units; Electronics Technology AS degree, 62 units.
- Sierra Hi-Tech, 7144 Fair Oaks, Blvd., Carmichael, CA 95608. (916) 488-8208.

Excavating/Loading Machine Operators

- Butte College: Agriculture: Heavy Equipment Operator Technician, one-year Certificate of Achievement Program, 37 units.
- Tri-County ROP: Williams H.S.-Agricultural Equipment Operation and Maintenance.

Excavating/Loading Machine Operators, continued

- 5-year apprenticeship programs with certificates of completion: Operating Engineers JAC, 7388 Murietta Drive, Rancho Murietta, CA 95683, (916) 354-2029.

Farm Equipment Mechanics

- Butte College: Agriculture: Mechanized Ag Option-Ag Engineering Tech Certificate of Achievement, AS degree and Transfer Program.
- Yuba College: Certificate in Agricultural Mechanics, 32 units; AS, 62 units.
- Glenn County ROP: Elk Creek H.S., Hamilton H.S., Princeton H.S. & Willows H.S.-Ag Mechanics I & II.

Vocational Training

- Tri-County ROP: Live Oak H.S.-Farm Equipment & Metal Fabrication; Yuba City H.S.-Farm Power Mechanics
- California Human Development Corp. (CHDC) Center for Employment Training (CET): Farm Equipment Maintenance Certificate, 720 hour classroom training program in farm equipment maintenance & metal fabrication/welding.

Farm Equipment Operators

- Butte College: Heavy Equipment Operator Technician (Agriculture & Natural Resources) Certificate of Achievement, 31 units; Agricultural Business Certificate of Achievement, 21 units; AS degree, 60 units.
- Yuba College: Equipment Operation & Maintenance (Ornamental Horticulture) Certificate of Training, 9 units; General Agriculture Certificate of Completion, 30 units; AAS degree, 62 units; Agricultural Business Certificate of Completion, 30 units.
- Glenn County ROP: Hamilton H.S.- Careers in Agricultural Production.
- Tri-County ROP.

Fire Fighters

- Butte College: Fire Science Certificate of Achievement, 27 units; AS degree, 70 units.
- Mendocino College: Fire Instructor 1A & 1B specialized occupational pre-professional training program, 16 units.
- Yuba College: Fire Science Certificate of Achievement, 30 units; AS degree, 62 units.
- Glenn County ROP: Joint Apprenticeship-Firefighter I Certificate of Achievement, 720 hrs. classroom instruction and hands-on training.

First Line Supervisors-Sales & Related

- Butte College: Business-Management Certificate of Achievement, 30 units; Retail Management Certificate of Achievement, 30 units; AS degree-Management, or Retail Management, 62 units.
- Mendocino College: Business Administration, AS degree, 60 units.
- Yuba College: Business-Management Strategy Certificate of Completion, 6 units; Supervisory Development Certificate of Completion, 7 units; Management Development Certificate of Completion, 10.5 units; Business Computer Applications Certificate of Achievement, 14 units; Personnel Management Certificate of Completion, 30 units; General Business Management Certificate of Achievement, 33 units; AS degree, 62 units.
- Tri-County ROP

Food Preparation Workers

- Butte College: Food Service Management-Certificate of Achievement options: Dietary Service Supervisor, 28 units and School Food Service Management, 28 units; AS degree with Food Service Management major, 62 units. Transfer Programs for continuation at a four-year university: 1) Food Administration and 2) General Dietetics.
- Yuba College: Food Services Management-Certificate of Training, 21 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S.- Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Marysville H.S., Sutter H.S., & Eighth Street, Marysville - courses in Food Technology.

Vocational Training

Food Service Managers

- Butte College: Food Service Management-Certificate of Achievement options: Dietary Service Supervisor, 28 units and School Food Service Management, 28 units; AS degree with Food Service Management major, 62 units. Transfer Programs for continuation at a four-year university: 1) Food Administration and 2) General Dietetics.
- Yuba College: Food Service Management Certificate (28 units/one year). AS degree in Food Service Management, 60-62 units (2 years, & can transfer to 4 year program).
- Glenn County ROP: Orland H.S.-Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Marysville H.S., Sutter H.S., & Eighth Street, Marysville - courses in Food Technology.

Gardeners & Groundskeepers - Except Farm

- Butte College: Landscape/Turfgrass Technician Certificate of Achievement, 24 units; AS degree, 60 units.
- Mendocino College: Landscape Practices Certificate of Achievement, 23 units; AS degree, 60 units.
- Yuba College: Landscape Installation Certificate of Training, 15 units; Landscape Maintenance Certificate of Training, 16 units; Park Maintenance Certificate of Training, 19 units; AS degree, 62 units.
- Glenn County ROP: Orland H.S.-Plant Science & Hospitality Occupations; Princeton H.S.-Ornamental Horticulture; Willows H.S.-Nursery Skills
- Tri-County ROP: Marysville H.S.-Environmental Landscaping/ Ornamental Horticulture Certificate of Proficiency, 360 classroom hrs.

General Office Clerks

- Butte, Mendocino, & Yuba College: Certificates in Office Information Systems, Secretarial Science, & Office Administration, with special options per industry-type of office training desired; 15-31 units. AS, 60-62 units.
- Glenn County ROP: Hamilton H.S., Princeton H.S. & Willows H.S.-Computer Applications.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S., Middletown H.S.-Office/Business Skills & Computer Applications.
- Tri-County ROP: Boyd Street/Yuba City, Career Training & Education Center (CTEC), Colusa County Career Training Center, Colusa H.S., Live Oak H.S., Lindhurst H.S., Marysville, H.S., Pierce H.S., Sutter H.S., Wheatland H.S. & Yuba City H.S.-Office Education Lab, Word Processing & Computer Applications.
- Barclay College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries, 9-12 months.
- Heald Business College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries, 9-12 months.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996
- MTI Western Business College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries, 9-12 months.

Guards & Watch Guards

- Butte College: Law Enforcement Certificate of Achievement, 40 units; AS degree, 60 units.
- Mendocino College: Administration of Justice Certificate of Achievement, 24 units; AS degree, 60 units.
- Yuba College: Administration of Justice AS degree, 62 units.

Vocational Training

- Tri-County ROP: Boyd Street/Yuba City & Yuba City H.S.-Law Enforcement.
- California Security Training Academy, Inc., 5659½ Stockton Blvd., Sacramento, CA 95824. (916) 452-4273.

Hairdressers, Hairstylists, Cosmetologists

- Butte College: Cosmetology Certificate of Achievement, 35 units; AS degree, 60 units.
- Yuba College: Cosmetology AS degree, 62 units.
- Tri-County ROP: Yuba College Articulated Class in Cosmetology.
- Career Colleges of Cosmetology, Marysville & Yuba City: State approved cosmetology instruction required to qualify for Cosmetologist license exam, 1600 hours.
- Ukiah Beauty College, 1040 N. State St., Ukiah, CA 95482. (707) 462-8831.

Heat, Ventilation/Air Conditioning Mechanics

- Hartsog Trade School, P.O. Box 760, Lodi, CA 95241-0760. (209) 339-9324.
- Sacramento City USD Skills & Business Education Center, 2751 Stockton Blvd., Sacramento, CA 95817. (916) 277-6632.
- Sacramento City College, 3835 Freeport Blvd., Sacramento, CA 95822. (916) 558-2568.
- Purple Heart Veterans Rehabilitation Services, 615 S. Street, Sacramento, CA 95814. (916) 442-1803.
- Silva Technical Institute, 1010 El Camino Ave., Sacramento, CA 95815. (916) 685-1409.
- Apprenticeships: Sacramento Valley Sheet Metal, 1624 Silica Ave., Sacramento, CA 95815, (916) 922-6400: Service Technician, Commercial- five-year program with certificate of completion; Service Technician, Residential- two-year program with certificate of completion.

Helpers, Carpenters & Related

- Tri-County ROP: Wheatland H.S.-Agriculture, Construction & Maintenance.

Highway Maintenance Workers

- No specific local programs

Home Health Care Workers

- Glenn County ROP: Certified Nursing Assistant, 270 hrs., Central ROP-Health Occupations.
- Lake County ROP: Lake County Office of Education-Vocational Nursing & CNA Training; Kelseyville H.S.-EMT-I.
- Tri-County ROP: Career Training & Education Center (CTEC)-Basic Patient Care, Home Care, Hospital/Community Health; Colusa County Career Training Center (CTC)-Hospital/Community Health Services; Marysville H.S.-Supportive Medical Services/Health.
- Mendocino County ROP: Mendocino County Office of Education-9-week CNA Certification Program; four sessions per year. Ukiah Convalescent Hospital (classroom theory) and various acute-care facilities in Ukiah (hands-on). For information call (707) 463-4900.
- Yuba College: Nursing: Home Health Aide (total 6.5 units). 1) Nursing Assistant (CNA)-Certificate of Training, 5 units; graduates of this program are eligible for admission to 2) Home Health Aide Course, 1.5 units.
- American Red Cross, Sacramento County Chapter, 8928 Volunteer Lane, Sacramento, CA. (916) 368-3156.

Human Service Workers

- Butte College: Social and Behavioral Science: AA degree, 60 units; Transfer Major Program available.
- Mendocino College: Ethnic Studies: AS degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education,

Vocational Training

60 units; Psychology:AA degree, 60 units; Transfer Programs available.

- Yuba College: Human Services-AS degree, 62 units; Transfer Program available. Family and Consumer Studies-Certificate of Training, 20 units; AS degree, 62 units.
- Also see university catalogs

Industrial Truck & Tractor Operators

- Butte College: Heavy Equipment Operator Technician Certificate of Achievement, 31 units.
- Tri-County ROP: Williams H.S.-Agricultural Equipment Operation & Maintenance.

Inspectors, Testers, and Graders-Precision

- Butte College: Automotive Technology-Specialized Automotive Certificate in Engine Performance & Emission Controls (10 units + 16.5 prerequisite units).
- Mendocino College: Automotive Technology-Emission Control Certification Preparation (80-hour BAR-approved Clean Air Car Course).
- Yuba College: Automotive Technology (ASE-certified classes)-Certificate of Completion: Auto-Tune-up & Driveability, 27.5 units; Certificate of Training: Engine Performance, 25.5 units.
- Glenn County ROP: Orland H.S.-Automotive Mechanics/Chassis; Willows H.S.-Advanced Auto.
- Lake County ROP: Clear Lake H.S.-Auto Mechanics; Kelseyville H.S.-Auto Mechanics; Lower Lake H.S.-1)Automotive Repair, & 2)Automotive Certification; Upper Lake H.S.-Auto Mechanics.
- Tri-County ROP: Live Oak H.S.-Auto Technology; Lindhurst H.S.-Automotive Services; Marysville H.S.-Auto Technology; Wheatland H.S.-Auto Technology.

Inspectors, Testers, and Graders-Precision

- Tri-County ROP, continued: Yuba City H.S.-1)Auto Body Repair, 2)Auto Diagnosis & Tune-Up & 3)Auto Technology.
- Automotive Diagnostics, 11315 Sunrise Gold Circle, Suite G, Rancho Cordova, CA 95742. (916) 635-0922.

Instructional Aides

- Butte College: Early Childhood Education Certificate of Achievement, 31 units; AS degree, 65 units.
- Mendocino College: Family Relations/Child Development Certificate of Achievement (School-Aged Child), 21 units; Certificate of Achievement (Early Childhood), 24-25 units; AS degree, 60-61 units.
- Yuba College: Early Childhood Education Certificate of Training, 12 units; AS degree, 62 units; Human Services AS degree, 62 units.
- Glenn County ROP: Hamilton H.S.-Child Development Aide Training.
- Lake County ROP: Lower Lake H.S.-Careers With Children.
- Tri-County ROP: Career Training & Education Center (CTEC) & Marysville H.S.-Early Childhood Careers.

Instructors & Coaches, Sports

- The PGA of America, Golf Professional Training Program, 100 Avenue of the Champions, Palm Beach Gardens, FL 33410 (800) 477-6465.
- American College of Sports Medicine (ACSM), P.O. Box 1440, Indianapolis, IN 46206-1440 (317) 637-9200 - Exercise Leader certification program.
- National Strength & Conditioning Association (NSCA), P.O. Box 81410, Lincoln, NE 68501 (402) 472-3000 -

Vocational Training

Strength Training of Power Athletes Certification program.

- International Dance & Exercise Association (IDEA)/American Council on Exercise (ACE), IDEA, 6190 Cornerstone Court East, Suite 204, San Diego, CA 92121-3773, (800) 999-4332/(619) 535-8979. Personal Trainer/Aerobics Instructor certification.
- National Federation of Professional Trainers (NFPT), P.O. Box 124, Lafayette, IN 47902, (800-729-NFPT. Bodybuilder Training Certification.
- Aerobic Pipeline International, Carmichael, CA (916) 944-1421, Fitness Instructor certification.

Janitors & Cleaners, Except Maids & Housekeepers

- Goodwill Industries of Sacramento Valley, Inc., 6648 Franklin Blvd., Sacramento, CA 95823. (916) 395-9016.

Law Enforcement Occupations

- Tri-County ROP (Yuba City High School)
- Butte College, 3536 Butte Campus Drive, Oroville, CA 95965, (916) 895-2401, POST Academy
- Butte College-Glenn, certificate, associate
- Yuba College, certificate, associate
- Mendocino College, certificate, associate
- Napa Valley, certificate option, associate option
- Santa Rosa JC, degree & certificate programs
- CSU-Chico, Bachelor option
- CSU-Sacramento, Bachelor, Master
- Sonoma State, Bachelor

Licensed Vocational Nurses (LVN)

- Butte College: Health Careers: Vocational Nursing-Certificate of Achievement program provides curriculum to qualify for the state board exam (59 units, 3-4 semesters); AS degree, 60 units.
- Yuba College: Vocational Nursing Program provides curriculum to qualify for

the state board exam, (55 units, 4 semesters); AS degree, 62 units.

Loan & Credit Clerks

- Butte College: Business-Accounting Certificate of Achievement, 27-28 units; AS degree, 60 units.
- Mendocino College: Business-Accounting Certificate of Achievement, 20 units; AS degree 60 units.
- Yuba College: Business-Bank Operations Certificate of Training, 15 units; Bank Management Certificate of Training, 15 units; Banking and Finance AS degree, 62 units.
- Glenn County ROP: Hamilton H.S. & Orland H.S. & Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/Business Skills.
- Tri-County ROP: Career Training & Education Center (CTEC)- Accounting Principles & Practices, and Applied Finance.

Lodging Managers

- Glenn County ROP: Orland High School-Hospitality occupations.
- Agapé School of On-Site Management, P.O. Box 127, Forestville, CA 95436 (800) 675-5405/(707) 887-0325
- California Career College, 1132 North Main St., Manteca, CA 95336. (916) 923-1700.
- California Motel Training, 4447 Granite Dr. #702, Rocklin, CA 95677. (916) 632-8250.
- Northwest Training Institute, 1126 Washington Blvd., Red Bluff, CA 96080. (916) 527-1524.
- Butte College: Business Mgmt Certificate of Achievement, 12 units; Management AS degree, 62 units.
- Yuba College: Bus. Gen. Mgmt Cert. of Completion, 33 units; Mgmt Development

Vocational Training

Cert. of Completion, 10.5 units; Mgmt Strategy Cert of Completion, 6 units; Supervisory Devel. Cert. of Completion, 7 units; Small Bus. Mgmt Cert. of Training, 15 units/Cert. of Completion, 36 units; Gen. Bus. Mgmt AS degree, 62 units.

Machinists

- Butte College: Introduction to Machine Shop, 2 units; Beginning Machine Shop, 3 units; Machine Shop, .5-2 units, Computer Aided Manufacturing, 4 units..
- Yuba College: Manufacturing Technology: Industrial Machinist Certificate of Completion, 34 units; Tool Programming-Numerical Control Certificate of Completion, 36 units; Manufacturing Technology Certificate of Completion/AS degree, 62 units.
- Tri-County ROP: Marysville H.S.-Machinist Training.

Maids & Housekeeping Cleaners

- Glenn County ROP: Orland High School-Hospitality Occupations.

Maintenance Repairers, General Utility

- no specific local programs

Medical Assistants

- Butte, Mendocino & Yuba College: Certificate in medical office practices, 26-37 units. AS in medical office practices, 60-62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Basic Patient Care, Health Care Information Services, Home Care, Hospital/Community Health, Medical Office Services; Colusa County Career Training Center (CTC)-Hospital/Community Health Services; Marysville H.S.-Supportive Medical Services/Health.
- High-Tech Institute Medical Careers, 1111 Howe Ave. #250, Sacramento, CA 95825. (916) 929-9700.

- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA. (916) 969-4900 / (800) 441-4623.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Medical Records Technicians

- Mendocino College: Secretarial Science - Medical Certificate of Achievement, 26 units.
- Yuba College: Medical Office Skills Certificate of Completion, 30 units; AS degree, 62 units.
- Tri-County ROP: Career Training & Education Center (CTEC)-Health Care Information Services.

Medical Transcribers

- Butte College: Office Information Systems: Medical Transcriptionist career programs prepare students for entry-level employment - Certificate of Achievement, 23-43 units; AS degree, 60 units.
- Mendocino College: Business Office Technology: Medical-Certificate of Achievement, 30 units.
- Yuba College: Business: Medical Office Skills-Certificate of Completion, 30 units; AS degree, 62 units.
- Mendocino County ROP: Machine Transcription. (707) 463-4900.
- EBM Business Institute, 6024-C San Juan Ave., Citrus Heights, CA 95610. (916) 969-9514.
- Empire College-School of Business, 3033 Cleveland Avenue, Santa Rosa, CA 95403. (707) 546-4000.
- Humphrey's College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.

Vocational Training

- MTI Western Business -College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.
- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA 95610. (916) 969-4900 / (800) 441-4623.
- New Directions Learning Center, 2143 Hurley Way, Suite 220, Sacramento, Ca 95825. (916) 927-1515.
- Pacific Technical Institute, Inc., 1325 Howe Avenue, Suite 103, Sacramento, CA 95825. (916) 964-8000
- Vocational Evaluation Services, Inc., 9848 Business Park Dr., Suite D, Sacramento, CA 95827. (916) 364-8488.

Medical/Clinical Lab Technologists

- See university catalogs for bachelor's degree programs.

Nurse Aides

- Lake, Glenn & Tri-County ROP
- Yuba College: Certificate, 5 units.

Nursery Worker

- Lake, Glenn & Tri-County ROP
- Butte, Mendocino & Yuba Colleges

Paralegal Personnel

- CSU Sonoma Extended Education: Attorney Assistant Certification Program, 30 units.
- CSU Chico: Paralegal Certificate Program, 26 units.
- Paralegal Personnel, continued
- Butte College: Public Service: Paralegal/Court Personnel/Pre-Law Certificate of Achievement, 34-37 units; Administration of Justice-Court Personnel Pre-Law-AS Degree, 60 units.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement, 28 units.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670.

(916) 635-3996.

- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500. Legal Assistant Certificate Program, 36 units.
- Empire College, 3033 Cleveland Ave., Santa Rosa, CA 95403. (707) 546-4000. Paralegal Studies Certificate Program, 36 units.

Payroll & Timekeeping Clerks

- Lake, Glenn & Tri-County ROP
- Butte, Mendocino & Yuba Colleges

Pharmacy Technicians

- Enloe Hospital Pharmacy Technician School, W. 5th Ave. & The Esplanade, Chico, CA 95926. (916) 891-7499.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Photographers

- Butte College: Communication Arts & Technology Commercial Photography Certificate of Achievement, 31 units; AS degree, 60 units; Fine Arts Photography AA degree, 60 units.
- Yuba College: Photography Certificate of Training, 16 units; Certificate of Completion, 30 units; Applied Photography AS degree, 62 units; Fine Arts Photography AA degree, 62 units.
- Tri-County: Yuba College Articulated Class in Photography.

Vocational Training

Physical Therapy Aides

- Mendocino College: Health Sciences Pre-Physical Therapy Option - AS degree, 60 units.
- Tri-County ROP: Career Training and Education Center (CTEC)-Hospital/Community Health Services & Basic Patient Care; Marysville H.S.-Supportive Medical Services/Health.
- Mendocino County ROP: Hospital Health, year-long course, 2 hrs/day or 17-week course, 4 hrs/day.

Physical Therapy Assistants

- Mendocino College Health Sciences Pre-Physical Therapy AS Degree Option, 29 units.
- Western Institute of Science & Health, 120 Avram Avenue, Rohnert Park, CA 95691. (707) 664-9267.

Plumbers, Pipefitters & Steamfitters

- 5 year apprenticeships: Joint Apprenticeship Committee (JAC) for Plumbing, 719 Sutter Street, Yuba City, CA 95991. (916) 673-8690.

Purchasing Agents & Buyers-Farm Products

- no specific local programs

Radiologic Technologists, Diagnostic

- Santa Rosa Junior College: Radiologic Technology Certificate, five-semester program.
- High-Tech Institute Medical Careers, 1111 Howe Ave. #250, Sacramento, CA 95825. (916) 929-9700.

Real Estate Clerks

- No local training.

Receptionists & Information Clerks

- Butte College: Office Information Systems Certificate of Completion, 24 units; Office

Information Assistant Certificate of Achievement, 36 units; AS degree, 67 units.

- Mendocino College: Secretarial Science - General Office Certificate of Achievement, 24-25 units.
- Yuba College: Clerical Certificate of Training, 15 units.
- Tri-County ROP: Business Communications & Office Education Lab.
- Glenn County ROP: Courses in Office Procedure; Modern Office Practices; Computer Assisted Business Occupations; & Advanced Office Training.

Registered Nurses

- Yuba College: ADN, 62 units.
- Pacific Union College, 100 Howell Mountain Road, Angwin, CA 94508. (707) 965-0104.
- American River College, Sacramento; ADN
- Cabrillo College, Aptos; ADN
- Chabot College, Hayward; ADN
- City College of San Francisco, San Francisco; ADN
- College of San Mateo, San Mateo; ADN
- College of the Redwoods, Eureka; ADN
- Contra Costa College, San Pablo; AND
- CSU, Chico; BSN
- CSU, Hayward; BSN
- CSU, Sacramento; BSN
- De Anza College, Cupertino; ADN
- Dominican-St. Luke's School of Nursing, San Rafael; BSN
- Evergreen Valley College, San Jose; ADN
- Los Medanos College, Pittsburg; ADN
- Marin Community College, Kentfield; ADN
- Merritt College, Oakland; ADN
- Modesto Junior College, Modesto; ADN
- Napa College, Napa; ADN
- Ohlone College, Fremont; ADN
- Pacific Union College, Angwin; ADN
- Sacramento City College: ADN, 62 units.
- Samuel Merritt/St. Mary's Intercollegiate Nursing Program, Oakland; BSN

Vocational Training

- San Francisco State University, San Francisco; BSN
- San Joaquin Delta College, Stockton; ADN
- San Jose State University, San Jose; BSN
- Santa Rosa J.C., Santa Rosa; ADN
- Shasta College, Redding; ADN
- Sierra College, Rocklin; ADN
- Solano Comm. College, Suisun City; ADN
- University of San Francisco, San Francisco; BSN

Salespersons, Parts

- Yuba College: Merchandising AS degree, 62 units, certificate options.

Salespersons, Retail - Ex Vehicle Sales

- no specific local training

Secretaries, General

- Butte College: Business-Office Information Systems Certificate of Achievement, 25 units; AS Degree/Career Program Options, 60 units.
- Mendocino College: Business-Business Office Technology, 19 units; AS Degree-Administrative Assistant, 60 units.
- Yuba College: Business-Administrative Secretary Office Skills Certificate of Completion, 31 units; AS Degree, 62 units.

Secretaries, Legal

- Butte College: Business-Office Information Systems; Legal Office Assistant Certificate of Achievement, 33-34 units; AS degree 60 units.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement, 29 units, Pre-Law Major AS degree, 60 units.
- Yuba College: Business-Legal Office Skills Certificate of Completion, 29 units; AS degree, 62 units

- Glenn County ROP: Hamilton Union H.S., Orland H.S., & Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/Business Skills.
- Tri-County ROP: Boyd Street/Yuba City & Colusa County Career Training Center (CTC)-Office Education Lab; Career Training & Education Center (CTEC)-Business Communications & Lindhurst H.S. & Pierce H.S.- Office Education Lab.
- Mendocino County ROP: Machine Transcription. (707) 463-4900.
- Heald College, 2425 Mendocino Ave., Santa Rosa, CA 95404. (707) 525-1300.
- Empire College, 3033 Cleveland Ave., Santa Rosa, CA 95403. (707) 546-4000. Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Avenue, Sacramento, CA 95841. (916) 339-1500.

Secretaries, Medical

- Butte College: Business-Office Information Systems; Medical Front Office Assistant Certificate of Achievement, 35-39 units; Medical Transcriptionist Certificate of Achievement, 13 units; AS degree, 60 units.
- Mendocino College: Business Office Technology-Medical Certificate of Achievement, 30 units; AS degree 60 units.
- Yuba College: Business-Medical Office Skills Certificate of Completion, 30 units, AS degree, 62 units.
- Glenn County ROP: Hamilton H.S., Orland H.S., and Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/Business Skills.

Vocational Training

- Tri-County ROP: Career Training & Education Center (CTEC)-Medical Office Services.
- Empire College, 3033 Cleveland Avenue, Santa Rosa, CA 95403. (707) 546-4000.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.
- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA. (916) 969-4900 / (800) 441-4623.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.
- Pacific Technical Institute, 1325 Howe Ave., Sacramento, CA 95826. (916) 654-8000.

Service Station Attendants

- Tri-County ROP: Lindhurst High School-Automotive Services; Yuba City High School-Auto Diagnosis and Tune-up; Live Oak, Marysville, Wheatland and Yuba City High Schools-Automotive Technology.
- Glenn County ROP: Orland H.S. & Willows H.S.-Auto Mechanics.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S. & Upper Lake H.S.-Auto Mechanics.
- Butte College: Automotive Technology-General Automotive Certificate of Achievement, 10-40 units, AS degree, 60 units.
- Mendocino College: Automotive Chassis Specialist Certificate of Achievement, 21 units; Automotive Technician Certificate of Achievement, 20 units; Automotive Tune-Up and Electronics Specialist Certificate of Achievement, 22 units; AS degree, 60 units.

- Yuba College: Auto-Engine Performance Certificate of Training, 12.5 units; Tune-Up and Drivability Certificate of Training, 26.5 units; Automotive Technology AS degree, 62 units.

Sheet Metal Workers

- Tri-County ROP: Live Oak H.S., Maxwell H.S., Pierce H.S., Sutter H.S. & Wheatland H.S.-Farm Equipment & Metal Fabrication
- Apprenticeships: Sacramento Valley Sheet Metal, 1624 Silica Avenue, Sacramento, CA 95815, (916) 922-6400: 1) Sheet Metal-Commercial, (5-year program with certificate of completion) & 2) Sheet Metal-Residential, (2-year program with certificate of completion)..

Small Engine Specialists

- Yuba College: Automotive Technology: Small Engine/Mechanics Certificate of Completion, 21 units.
- Glenn County ROP: Hamilton H.S. Ag Mechanics/Small Engines.

Social Workers (except Medical and Psychiatric)

- Butte College: Social and Behavioral Science - Transfer Major/AS degree, 62 units.
- Mendocino College: Psychology - Transfer Program/AA degree, 60 units.
- Yuba College: Human Services - AS degree, 62 units.

Social Workers-Medical & Psychiatric

- Butte College: Social and Behavioral Science: Alcohol and Drug Studies Career Program includes course work and supervised field work practicum required by California Association of Alcoholism and Drug Abuse Counselors (CAADAC) for certification-Certificate of Achievement, 32 units; AS degree in Behavioral and

Vocational Training

Social Science with a focus on Alcohol and Drug Studies, 60 units; AA degree, 60 units; Transfer Major Program available.

Social Workers-Medical & Psychiatric, continued

- Mendocino College: Alcohol and Other Drugs-Certificate of Achievement, 28 units; Ethnic Studies: AS degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education, 60 units, Psychology: AA degree, 60 units; Transfer Programs available.
- Yuba College: Human Services: Chemical Dependency Awareness-Certificate of Training, 15 units; Chemical Dependency Counselor-Certificate of Achievement qualifies students for entry into non-certified employment and internships, usually completed during employment, required for counselor certification by California Certification Board of Alcohol and Drug Counselors, 31 units. Human Services-AS degree, 62 units; Transfer Program available. Family and Consumer Studies-Certificate of Training, 20 units; AS degree, 62 units.
- Breining Institute, 8880 Greenback Lane, Orangevale, CA 95662. (916) 987-0662.

Stock Clerks, Stockroom, Warehouse or Storage Yard

- No specific local programs

Stock Clerks, Sales Floor

- No specific local programs

Teachers, Kindergarten

- Butte, Mendocino and Yuba College each offer AA degrees as part of University Pre-Transfer Programs, 48-72 units lower division Liberal Studies courses.
- Dominican College Off-Campus Program, Ukiah (Mendocino County): one-year

Teacher Credentialing Program requires BA and passing score on CBEST.

- CSU Sonoma (Ukiah resident program available): Liberal Arts BA, 124 units; Teaching Credential Program, 36 units.
- CSU Chico: Liberal Arts BA, 124 units; Teaching Credential Program/Internship Program, 32 units.
- CSU Sacramento: Liberal Arts BA, 124 units; Teaching Credential Program, 35 units.

Teachers, Preschool

- Butte College: Early Childhood Education Certificate of Achievement, 28 units; Child Development Transfer Program/AS degree, 68 units.
- Mendocino College: Family Relations/Child Development: Early Childhood Certificate of Achievement, 25 units; Children's Center Permit, 41-51 units; AS degree, 60 units.
- Yuba College: Early Childhood Education Preschool Teacher in Private Preschool/Day Care Center Certificate of Training, 12 units; Preschool Teacher in a Publicly Funded (state or federal) preschool such as a State Preschool, 40 units; AS degree, 62 units.
- Glenn County ROP: Hamilton H.S.-Child Development Aide Training.
- Lake County ROP: Lower Lake H.S.-Careers With Children.
- Tri-County ROP: Career Training & Education Center (CTEC)-Early Childhood Careers.
- The College for Early Childhood Educators, 910 Howe Ave., Sacramento, CA 95825. (916) 921-2400.

Vocational Training

Teachers & Instructors-Vocational Education & Training

- Patten College, Oakland.

Tellers

- no specific local programs
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Tire Repairers & Changers

- Tri-County ROP: Lindhurst High School-Automotive Services; Yuba City High School-Auto Diagnosis and Tune-up; Live Oak, Marysville, Wheatland and Yuba City High Schools-Automotive Technology.
- Glenn County ROP: Orland H.S. & Willows H.S.-Auto Mechanics.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S. & Upper Lake H.S.-Auto Mechanics.

Traffic, Shipping & Receiving Clerks

- no specific local programs

Truck Drivers, Heavy or Tractor Trailer

- Butte College/Swift Trucking, Chico.
- Tri-County ROP: Course in Agricultural Equipment Operation & Maintenance.
- Foster Elite Truck Driving School, 1870 Montgomery Rd., Red Bluff, CA 96080. (916) 527-3535.
- Truck Driving Academy, 5711 Florin Perkins, Sacramento, CA 95828. (916) 381-2285.
- Western Truck School, 4519 West Capitol Ave., West Sacramento, CA 95691. (916) 372-6500.
- Swift Truck Driving School, Stockton (209) 943-1476/(800) 827-9438

Truck Drivers, Light

- No specific local programs

Typists

- Butte, Mendocino & Yuba College(s): Courses in typing & word processing.

- Glenn, Lake & Tri-County ROPs: Courses in word processing, text processing, & modern office practices.

Utility Line Tree Trimmers

- Glenn County ROP: Princeton High School-Ornamental Horticulture.
- Tri-County ROP: Marysville High School-Environmental Landscaping/ Ornamental Horticulture.
- Yuba College: Voc. Ed/Contract Ed Program-Utility Line Tree Trimmer.

Vocational & Educational Counselors

- CSU Chico: - Liberal Arts-BA, 124 units; Psychology-MA/MS, 60 units.
- CSU Sacramento: - Liberal Arts-BA, 124 units; Counseling-MS, 60 units.
- CSU Sonoma: Liberal Arts-BA, 124 units; Counseling-MS, 60 units.
- Butte, Mendocino and Yuba College each offer AA degrees as part of University Pre-Transfer Programs, 48-72 units lower division Liberal Studies courses.

Waiters & Waitresses

- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.

Water & Liquid Waste Treatment Plant & System Operators

- Yuba College: Water and Wastewater Certificate of Completion, minimum 29 units.

Welders and Cutters

- Butte, Mendocino & Yuba Colleges: Certificates in Welding Technology, Combination Welding, & Metal Fabrication, 12-34 units. AS, 60-62 units.
- Colusa, Glenn, Lake, Sutter & Yuba County ROPs: Courses in welding, farm equipment maintenance/metal fabrication, & welding technology.

Vocational Training

- Center for Employment Training: Certificate, (480 hours/13 weeks).
- Cal Trade Welding Schools, 7115 Bacchini Ave., Sacramento, CA 95828. (916) 383-4118.
Union Apprenticeships:
- Field Iron Workers JATC, 2840 El Centro Rd., Suite 106, Sacramento, CA 95833. (916) 927-9073. or
- Sacramento Valley Sheet Metal (JAC), 1624 Silica Avenue, Sacramento, CA 95815, (916) 922-6400.
- Joint Apprenticeship Committee (JAC) for Plumbing, 719 Sutter Street, Yuba City, CA 95991. (916) 673-8690

Welfare Eligibility Workers

- Butte College: Business - Office Information Assistant Certificate of Achievement, 37 units.
- Mendocino College: Business Office Technology - Certificate of Achievement, 19 units.
- Yuba College: Business - Clerical Certificate of Training, 15 units.
- Tri-County ROP: Office Education Lab.

CCOIS Training Directory Sources for Other Counties

This list includes other CCOIS sites that produce occupational outlook reports and training directories. Some may charge a fee. For further information or to request multiple reports contact California Employment Development Department-Labor Market Information Division, 7000 Franklin Blvd., Suite 1100, Sacramento, CA 95823. Telephone: (916) 262-2162. Fax: (916) 262-2443.

ALAMEDA County

Oakland Private Industry Council
(510) 208-7363.

INYO County (see Kern/Inyo/Mono
Consortium)

ALPINE County (see Golden Sierra
Consortium)

KERN/INYO/MONO Consortium Employers'
Training Resource (805) 861-3014.

AMADOR County (see Mother Lode
Consortium)

KINGS County Job Training Office
(209) 582-9213.

BUTTE County Private Industry Council (916)
538-7301

LASSEN County (see Northern Counties
Consortium)

CALAVERAS County (see Mother Lode
Consortium)

LOS ANGELES County Private Industry
Council (213) 738-2598.

CONTRA COSTA County Private Industry
Council (510) 646-5239.

MADERA County Employment & Training
Office (209) 673-7031.

DEL NORTE County (see Northern Counties
Consortium)

MARIN County - contact EDD-LMID,
Sacramento (916)-262-2308

EL DORADO County (see Golden Sierra
Consortium)

MARIPOSA County (see Mother Lode
Consortium)

FRESNO County
Career Development Center (209) 499-3703.

MENDOCINO County Private Industry
Council, Inc. (707) 468-1196.

GOLDEN SIERRA CONSORTIUM (Alpine,
El Dorado, Nevada, Placer and Sierra
Counties), Job Training Agency
(916) 823-4631.

MERCED County Private Industry Training
Department (209) 385-7324.

HUMBOLDT County Employment Training
Department (707) 441-4642.

MODOC County (see Northern Counties
Consortium)

IMPERIAL County Private Industry Council
(619) 353-5050

MONO County (see Kern/Inyo/Mono
Consortium)

CCOIS Training Directory Sources for Other Counties

MONTEREY County Private Industry Council
(408) 755-3247.

MOTHER LODGE Consortium (Amador,
Calaveras, Mariposa, Tuolumne Counties),
Job Training Agency (209) 533-3396.

NAPA County Training & Employment Center
(707) 253-4291.

NEVADA County (see Golden Sierra
Consortium)

NORTHERN COUNTIES Consortium
(Del Norte, Lassen, Modoc, Plumas,
Siskiyou, Tehama, Trinity)
Job Training Center of Tehama
(916) 529-7010

ORANGE County Job Training Partnership
Agency (714) 567-7530.

PLACER County (see Golden Sierra
Consortium)

PLUMAS County (see Northern Counties
Consortium)

RIVERSIDE County Economic Development
Agency & Job Training (909) 275-3100.

SACRAMENTO/YOLO Consortium
Occupational Research Group
(916) 984-9615.

SAN BENITO County Private Industry
Council (408) 637-0996

SAN BERNARDINO County Jobs &
Employment Service Department
(909) 872-1678.

SAN DIEGO Consortium & Private Industry
Council (619) 238-1445.

SAN FRANCISCO County Private Industry
Council (415) 931-7460.

SAN JOAQUIN County Employment and
Economic Development Department
(209) 468-3500.

SAN LUIS OBISPO County Private Industry
Council (805) 541-4044.

SAN MATEO County Job Training &
Economic Development Division
(415) 842-5171.

SANTA BARBARA County Job Training
Network (805) 346-7650

SANTA CLARA County (NOVA) City of
Sunnyvale Private Industry Council
(408) 730-7526

SANTA CRUZ County Human Resource
Agency (408) 454-4080.

SHASTA County Private Industry Council
(916) 245-1528.

SOLANO County Private Industry Council
(707) 864-3370.

SONOMA County Private Industry Council
(707) 547-5550.

SIERRA County (see Golden Sierra
Consortium)

SISKIYOU County (see Northern Counties
Consortium)

CCOIS Training Directory Sources for Other Counties

SONOMA County Private Industry Council
Job Training Office (707) 523-3300.

STANISLAUS County Private Industry
Council (209) 558-2100.

TEHAMA County (see Northern Counties
Consortium)

TRINITY County (see Northern Counties
Consortium)

TULARE County Private Industry Council
(209) 737-4246.

TUOLUMNE County (see Mother Lode
Consortium)

VENTURA County Workforce Development
Division-JTPA (805) 988-1533.

YOLO County (see Sacramento/Yolo
Consortium)